



June 17, 2019  
Km. Mansi Saxena

Dear Km. Mansi,  
At Mobiloitte, we have an exceptional team of people working together in more than 100 countries around the world to solve the toughest energy challenges through a unique portfolio of technologies and safe, efficient processes.

We are delighted to extend the following job offer to join us at Mobiloitte.

We look forward to working with you and believe that you can make a very significant, positive contribution to the success of Mobiloitte. Our company offers you an opportunity to put your experience, abilities, dedication, energy and creativity to excellent use. Welcome to the Team!

We appreciate your careful consideration of the terms and conditions included in this offer letter. A summary of your benefits can be found on the following pages.

This offer is contingent upon you successfully providing the necessary pre-hire documentation (including evidence of your right to work) and completion of any pre-hire testing relevant to your employment location.

Please review the enclosed information and contact your HR Representative if you have any questions or concerns. I would appreciate your acceptance of this new opportunity by signing below and returning your signed copy as soon as possible. The offer will remain open for 5 business days; after which time it will automatically expire.

We look forward to welcoming you to Mobiloitte.

Sincerely,

  
NIBALAM KUMARI  
HR ADVISOR

On and behalf of Mobiloitte

**Mobiloitte Address-**

New Delhi Office:-D-115, Okhla Phase -I, New Delhi  
- 110020

Pune Office: - Vasukamal, Mahalunge Rd,  
Lalit Estate, Baner, Pune, Maharashtra -  
411045

  
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**PERSONAL INFORMATION**

Name :- Km. Mansi Saxena  
Employer: Mobiloitte  
Position: - Tech Support Executive  
Location: - D-115, Okhla Phase -I, New Delhi – 110020

**EMPLOYMENT PACKAGE INFORMATION**

**BASE SALARY**

INR ₹21,000.00/MONTHLY

Your base salary will be paid monthly via the normal payroll cycle and will include your basic salary (defined as an amount paid to employees by the Company in return for the work performed or professional duties), variable pay, and benefits stated below.

**START DATE**

Your tentative start date July 8, 2019, will be confirmed following successful completion of all pre-employment testing and, if applicable, on the obtaining of any necessary immigration documentation required to allow you to work.

**PROBATION PERIOD 90 DAYS**

Your performance and conduct will be monitored during this period and if found satisfactory your appointment will be confirmed. If Mobiloitte considers your performance or conduct to be unsatisfactory or unsuitable for the role, your probation period may be extended, or your employment may be terminated.

**BENEFITS PROGRAM**

We are pleased to offer you participation in Mobiloitte's benefits program on your first day of employment. Please see enclosed Mobiloitte Benefits Summary. You are eligible for participation under the Company's Group Term Life, Accident and Mediclaim Insurance coverage which is liable to be revised every year. In case you want to enroll your spouse, children & parents, you can do the same (Mediclaim only) through a subsidized premium payment. The details of which will be advised at the time of joining / policy renewal.

**ANNUAL LEAVE**

21 DAYS PER YEAR

Entitlement to annual leave will accrue on a calendar year basis and will be pro-rated in the first year of employment in line with your employment start date.

**COMPANY HOLIDAYS 11 DAYS**

PER YEAR

You will be eligible for paid leave for Company designated holidays.

**SPECIAL ALLOWANCE INR**


₹9,650.00/MONTHLY


You are entitled to a Compensation Allowance paid every month.

**NOTICE PROVISIONS FOR TERMINATION**

Upon the termination of your employment by either party, the following notice periods will apply:

LENGTH OF CONTINUOUS EMPLOYMENT	NOTICE TO BE GIVEN BY COMPANY	NOTICE TO BE GIVEN BY EMPLOYEE
Probation Period	1 day	7 days
After 90 days probation period	90 days	90 days

  
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The Company reserves the right to terminate employment without notice in the event of gross misconduct or breach of contract. The Company reserves the right to require you to remain away from work during your notice period. Where the Company requires you to remain away from work, whether you or the Company gave notice, you will be required to comply with any conditions laid down by the Company and during such time you will not be permitted to work for any other person, firm, client, corporation or on your own behalf without the Company's permission.

**PRE-EMPLOYMENT REQUIREMENTS**

This offer of employment and your subsequent employment with Mobiloitte are contingent upon the following conditions:

- **Satisfactory completion of a company medical examination.** You will be required to pass medical test prior to commencing employment.
- **Verification of your qualifications by Mobiloitte.** Employee is required to provide self-attested Certification on the first day of your employment.
- **Satisfactory completion of any probationary period.**

By accepting this offer of employment, you certify that:

- Prior to your start date you have provided a notice of resignation to your current employer;
- You will abide by the terms of any enforceable non-competition agreement you have with your current employer and confirm the fact that you will not bring with you to Mobiloitte, nor at any time attempt to use, any confidential, non-public information of your current or past employers in the performance of your work for Mobiloitte.
- You acknowledge you may be transferred to any location of Mobiloitte International within or outside of India whilst in the service of the Company. The Company shall also be entitled to loan your services to any other company in which it may become interested in any manner, whether directly or indirectly or in any other firm or company which is or may be an affiliate, associate or subsidiary of the Company. In the event of your service being loaned and / or transferred as afore said, you shall not be entitled to any additional remuneration. You shall also be liable to transfer from one department, section, job, unit or establishment to any other whether existing or to come into existence in future at any place.

Please confirm your acceptance of this offer by electronically signing this offer letter. Upon your acceptance of this offer, you will be contacted to schedule a convenient time and location for the Company medical / drug and alcohol test.

We are excited to have you join us and look forward to working together to make Mobiloitte a leader in the marketplace.

  
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