

Date: June 3rd, 2022

,  
Parul Sharma  
Bengaluru

Re: Parul Sharma,  
Subject: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you. You have been shortlisted and we have the pleasure in appointing you on the rolls of **IntelliPaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

**1) Designation:**

Your designation will be '**Business Development Trainee**'.

**2) Compensation & Benefits:**

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs. **8,65,600/-** (Rupees Eight Lakhs Sixty-Five Thousand Six Hundred only) per annum. (The employee is eligible for Rs. **1,00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

**3) Effective Date of Joining:**

You are requested to report for duty on **June 27th 2022**. Your application will come into effect from your date of joining

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University

# IntelliPaat Software Solutions Pvt. Ltd.

#### 4) NoticePeriod:

Subject to any other agreement between you and the company:

- The probation period is **4 months**.
- Your employment is terminable by IntelliPaat without giving notice in writing in the probation period.
- You need to serve **2 months** of notice period without fail, or else the management of IntelliPaat can hold your salary/experience letter/relieving letter after joining.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- In the event of any breach in the terms and conditions stated in the Services Conditions and/or Non-Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

#### 5) Service Conditions and Non-Disclosure Agreement:

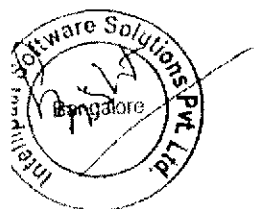
- Your services will be governed by additional terms and conditions as explained in the Service Conditions and Non-Disclosure Agreement.
- These terms and conditions, in the Service Conditions and Non-Disclosure Agreement are subject to statutory requirements and the company policy.

#### Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month salary will be credited on **20th** of the month

Yours truly,

IntelliPaat Software Solutions Private Limited



ewakar Singh Bisht

Director- Human Resources

I agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

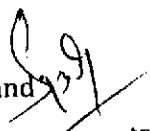
Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Registrar  
Invertis University  
Bareilly

Place: \_\_\_\_\_

Date: \_\_\_\_\_

  
Director Corporate Relations  
Invertis University  
Bareilly



# IntelliPaat

Software Solutions Pvt. Ltd.

Annexure

Name: Parul Sharma

Particulars	First 4 months	Next 4 months	After 8 months	Yearly
Basic	11,340	12,990	18,490	221,880
HRA	5,160	5,760	7,760	93,120
Conveyance Allowance	1,600	1,600	1,600	19,200
Mobile bill	516	576	776	9,312
Broadband bill	516	576	776	9,312
Medical reimbursement	1,250	1,250	1,250	15,000
Special allowance	1,618	2,248	4,348	52,176
PF (Employees Contributions)	1,800	1,800	1,800	21,600
PF (Employer Contributions)	1,800	1,800	1,800	21,600
Professional Tax	200	200	200	2,400
Fixed Cost to Company	25,800	28,800	38,800	465,600
Performance Based Incentives				400,000
Total Cost to Company				865,600

*\*During your first 8 months you are eligible to get upto Rs 200,000/- as incentive based on your performance.*

### Documents required during Joining

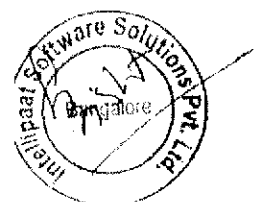
1. **ID Proof:** Copy of Aadhaar card/Passport/Pan card/Voter ID card/Other Government Photo ID
2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card
3. **Employment Verification Documents**
  - a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
  - b) Copy of current employer's Relieving and Work Experience Letter.
  - c) Copy of last 3 months' Salary Slip / Certificate.
4. **Other Documents:**
  - a) Passport Size Photographs (3).
  - b) Copy of PAN Card.
  - c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,  
For IntelliPaat Software Solutions Private Limited

  
Director Corporate Relations  
Invertis University  
Bareilly

  
Registrar  
Invertis University  
Bareilly



Dewakar Singh Bisht

Director- Human Resources