

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,
Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006, India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830



Offer Letter

Date: 08-October-2021

To,

Mr./Ms. Shubham Gadhe
Pune.

Dear Shubham,

Congratulations on being selected to be part of the eInfochips family!!

Pursuant to the discussion we had with you, we are pleased to offer you the position of **Engineer** in the **Grade 9**. You will be working in the **PES Division**, and report to **Ms. Sweta Parekh - Delivery Manager (Level 2)**.

Some of the specific terms and conditions of the offer including your compensation and benefits details of your proposed employment with us are the following:

1. Your work location shall be **Pune**. However, you may be transferred to any of the eInfochips offices (locations) depending upon the exigency of the business.
2. You will be on probation for a period of six months.
3. Please note that a detailed appointment letter that contains the terms and conditions of your employment with the company, will be provided to you on the date of your joining.
4. Details of your compensation and benefits are mentioned in Annexure A.
5. A list of the documents to be submitted on the day of your joining is provided in Annexure B.

This offer shall be valid only up to **21-October-2021 (Joining Date)**. Accordingly, you are requested to join on or before the Joining Date. This offer shall come to an end automatically in case of your failure to join us on or before the joining date.

This offer and your subsequent appointment pursuant thereto shall be subject to the successful reference check, feedback and background verification.

Should you have any queries, please feel free to get back to us. We look forward to having you aboard.

Thank you.

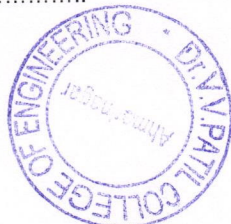
For eInfochips Private Limited

Manan Khandelwal
Director - Human Resource.

I confirm that I have accepted the terms and conditions communicated to me. I will join eInfochips on

Signature:

Date:



PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

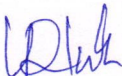
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Annexure A

1. Your remuneration is purely a matter between the Company and you, and the same has been arrived at based on our mutual discussions and after considering your job, skills, specific background and professional merit. Accordingly, details of your remuneration and / or any changes, if any, made thereto from time to time are strictly confidential. You are obliged to treat the same strictly confidential and prohibited from disclosing the same to anyone (including any other employee of the Company) except in cases where you are required to disclose under any company policies. Any breach thereof would be viewed very seriously.
2. Your annual CTC (cost to company) is ₹ 360000.
 - a. Your annual base salary will be ₹ 327273
 - This includes all components, allowances, retiral and other benefits where employee can choose optional/flexible components to design their annual salary break-up.
 - b. You will be eligible for a fixed bonus of ₹ 32727. The same shall be paid every month on pro rata basis.
3. Additionally, you will be eligible for the following **retiral benefits**:
 - a. Gratuity on completion of 5 years of continuous service with us.
 - b. Provident Fund (Please note the emoluments offered to you will be inclusive of both the PF contributions, i.e. employee and employer contribution.)
4. Your benefits will also include Insurance Benefits over and above the CTC.
 - **Group Medical Insurance**: As per our policy, you will be eligible for group medical insurance of the company with Sum Insured of ₹ 5,00,000, premium for the employee, spouse and up to 2 kids (under the age of 25 years) will be borne by us.
 - **Parental Medical Insurance**: You can opt for this insurance separately. This is voluntary premium policy; hence, cost of the premium for said policy will have to be borne / paid by the employee.
 - **Group Personnel Accident Insurance**: As per company policy, you will be covered under Group Personnel Accident Insurance cover with Sum Insured of **two times of your annual CTC**. This will also include the accidental death coverage, permanent partial disablement and permanent total disablement.
 - **Group Term Life Insurance**: As per the company policy you will be covered under a Term life insurance plan with Sum Insured of **two times of your annual CTC**.
5. The tax liability, if any, including income tax, arising on your compensation will be your personal liability and will be governed by the tax laws of the country wherein your services are provided. The Compensation mentioned in the breakup is provided for understanding only. We reserve the right to deduct tax at source from any component of your compensation and take such other actions as required by applicable law.
6. You would be required to sign Service Level Agreement of **3 Years** with the company. Upon the breach of this agreement you will be liable to pay ₹ 5,00,000/- to the company.
7. Kindly note that the Gratuity is contributed by us to the Gratuity Fund and becomes payable as per statutory provisions of the Payment of Gratuity Act, 1972 or any amendments made therein from time to time.
8. Kindly note that you will be eligible for next salary review in April 2022 subject to your joining on or before December 31, 2021.

Note: Management reserves the right to revise the Insurance Benefits and Annual Bonus Plan as referred hereinabove without your consent or without giving you any advance notice in that regard.




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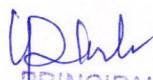
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Annexure B

Following are the list of documents to be submitted on the day of your joining. Please bring originals as well as one photo copy of each documents. The originals will be returned to you after verification of the copies.

- Offer letter given by the HR Team of eInfochips.
- Credentials (All documents mentioned below)
 - SSC Mark Sheet & Trial Certificate
 - HSC Mark Sheet & Trial Certificate
 - Graduation Mark Sheets (All semester) & Degree Certificate
 - Master's Mark Sheets (All semester) & Degree Certificate
 - Diploma Mark Sheet (All semester) & Diploma Certificate
 - Other Relevant Mark Sheets & Certificate.
- All Previous company's offer Letter, Appointment Letter, Salary revision letter (The letter produced should show a detailed break up of your last drawn salary)
- All Previous company's Relieving and Experience letter
- Last company's latest 3 salary slips
- Identity proof (All documents mentioned below)
 - Passport - 1st, 2nd, Remarks & observation and last page (Passport must be typed, not handwritten. In case you have not procured a passport, please apply for the same as soon as possible).
 - Driving License/Unique ID Card/Election Card
 - PAN Card
 - Aadhaar Card
- School leaving Certificate OR Birth Certificate
- Address proof in respect of residence where a person has stayed for the longest duration in last 7 years. (Any utility bill OR electricity bill OR telephone bill OR credit card)
- Copy of PF Passbook
- 6 passport size photographs with white background.
- 2 professional reference details (Including one from the last companies HR)
- Employment agreement with two guarantor's signature (If applicable)




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