



Reg. Off.: Tower-1 Mobius, 4th Floor, Plot No-13, 14 and 15,  
S.J.R.- I Park, EPIP, Whitefield, Hoodli village, Krishnarajapuram  
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**PERSONAL & CONFIDENTIAL**

**Date: 14-June-2023**

**OFFER OF EMPLOYMENT**

Dear Mrunalini ganesh lonkar,

Thank you for exploring career opportunities with us. You have successfully completed our selection process on **14-June-2023**. We are pleased to appoint you as "**Operation Associate**", "**Client Side Uber**" effective from **15-June-2023** with Lancesoft India Pvt Ltd. **This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.**

**Duties and Responsibilities**

You shall be employed as a full-time employee and cannot undertake any other direct/indirect business or work, honorary or remunerated work of a public or private entity on payment or otherwise except with the prior written permission of the management in each case.

You shall devote your entire time to the faithful and diligent performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

Your initial place of posting will be at **Hyderabad**; however, your services are liable to be transferred to any of our other divisions/locations as per the end requirements within India or abroad.

You will be responsible for efficient, satisfactory and economical discharge of duties that will be assigned to you from time to time.

**Hours of Work**

You will abide by the working hours, weekly offs and paid holidays of the department, office or end client where you are posted. The hours of work of the company can be changed from time to time depending on business exigencies and work requirements.

**Time Sheets**

You are required to follow our client specific timesheet process as per the guidelines. In the absence of client specific process, you will receive Timesheet alert email with template along with the guidelines from your Timesheet SPOC at Lancesoft. This must be filled and approved by your client-side project manager over the email, and it should reach the TS SPOC along with attachment before the deadline or cut-off time as briefed by Lancesoft HR failing to do so there will be a delay in the salary process.