



SPCL INFOTECH SERVICES PVT.LTD

Sneha Plaza, Office No-7,2nd Floor, Mumbai Bangalore Highway Near
Church,Warje ,Pune-411058
spclHR@spclinfotech.com

OFFER LETTER

DATE: 23rd July 2023

Dear Miss. Sakshi Khatake

We are pleased to welcome you to SPCL Infotech Services Pvt. Ltd. in the capacity of **Jr. Software Engineer**. The Position will be based in Pune. Please note that the employment terms contained in this letter are subject to the company policy conditions.

1. APPOINTMENT: -

Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 15 days after the declaration of final year result. Your appointment is subject to you, successfully clearing all subjects of your degree. You will be on probation for a period of six months from the date of your joining. If in the opinion of the company , you are found suitable in the appointed post, you will be confirmed. You may be kept on hold for joining to the company which depends upon the availability of the projects as per your specialty in domain.

You will be liable to be transferred in such capacity as the company may, from time to time, determine to any other location, department, function ,establishment , or branch of the company or subsidiary , associate or affiliate company. In such a case you will be governed by the terms and conditions of service applicable to the assignment.

You have to visit any other company/collaborated colleges, schools or any other such category in or out of Pune for work related to software development , training teaching, etc. assigned to you by company.

2. COMPENSATION: -

Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period of other relevant criteria. Your individual compensation is a confidential matter and you are expected to Discuss the same only with your Manager and concerned HR. You are advised not to compare salaries amongst colleagues as any grievance raised based on that may not be entertained.

CTC(cost to company) will stands for 2.0 LPA.

3. RESPONSIBILITIES: -

In view of your position, either in office or outside, you must be effectively , diligently and to the best of your ability, perform all responsibilities and ensure results . You will be expected to work extra hours in addition to be on holidays, achieve the above whenever the job so requires.




Principal
Tuljaram Chaturchand College
Baramati



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In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of SPCL Infotech Services Pvt. Ltd, whether directly or indirectly.

You will be required to undertake travel for the company work, for which you will be reimbursed travel expenses as per the company policy applicable to you. In connection with your employment and during the term of your employment, you shall disclose and assign to SPCL Infotech Services Pvt. Ltd. as its exclusive property , all developments developed or conceived by you solely or jointly with others and shall comply with the policies of the company in relation to Intellectual Property and be required to sign a separate agreement with the company.

4. CONFLICTS OF INTEREST: -

You are required to engage yourself exclusively in the work assigned by SPCL Infotech Services Pvt. Ltd. and shall not take up any independent or individual assignment. (Whether the same is part time or full time , in an advisory capacity or otherwise) directly or indirectly without expressing written consent of your Manager. You shall ensure that you shall not , directly or indirectly , engage in any activity or have any interest in , or perform any services for any person who is involved in 3 activities, which are or shall be in conflict there with the interests of SPCL Infotech Services Pvt. Ltd.

The Conflict of interest policy also refers to the need on your part , during employment and for a period of one year from the cessation of your employment with SPCL Infotech Services Pvt. Ltd. (Irrespective of the circumstances of , or the reason for, the cessation)not to solicit , include or encourage.

Any employee of SPCL Infotech Services Pvt. Ltd. to terminate their employment with SPCL Infotech Services Pvt. Ltd. or to accept employment with any competitor ,supplier or any customer with whom you have a connection.

Any customer or vendor of SPCL Infotech Services Pvt. Ltd. to move his existing business with SPCL Infotech Services Pvt. Ltd. to a third party or to terminate his business relationship with SPCL Infotech Services Pvt. Ltd. In case any of conflict or doubt , please discuss the matter with your Manager, understand the position of SPCL and resolve the conflict.

5. CONFIDENTIALITY: -

In consideration of opportunities, training and access to new techniques and know how that will be made available to you ,you will be required to comply with the confidentiality policy of the company. Therefore , please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the confidentiality policy of the company) and shall not use or divulge and disclose any such confidential information except as may be required under obligation of law or as may be required by SPCL and in the course of employment. This covenant shall endure during your employment and for a period of one year from the cessation of employment with SPCL Infotech Services Pvt. Ltd. (irrespective of the circumstances of, or the reasons for , the cessation).




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6. GENERAL: -

We trust that you have not provided us with any false declarations or will fully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

These employment terms supersede and replace any existing agreement or understanding, if any, between SPCL Infotech Services Pvt. Ltd. and you relating to the same subject matter.

You warrant that you are not prevented by court or by any other administrative or judicial order from providing the services required under this agreement. In the event that not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

Your appointment / employment with the company are subject to you successfully clearing a pre medical examination, The company reserves the right to withdraw this offer based on the medical examination.

7. NOTICE PERIOD:-

Either party may terminate this agreement at any time by giving to the other Two Months' notice .However, the management reserves the right to alert this notice period, depending upon the project situation and mutual understanding and have the right to recover compensation in lieu of short notice. Further, the company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

This in no way limits SPCL's right to terminate your employment without notice in the Event of serious misconduct. Such circumstances can include but are not limited to; Criminal offence, Theft, Fraud, Embezzlement, Intoxication, Violence, Sexual Harassment, Damage to SPCL's reputation etc.

On termination you shall immediately:

Deliver to SPCL, or as may be directed, all confidential Information.

Return to SPCL all equipment, security keys, and other property belonging to SPCL.

8. ACCEPTANCE OF THIS OFFER:-

Please sign a copy of this letter and return it to the HR department as your acceptance of this offer.

We would like to take this opportunity to welcome you to SPCL and trust that our association will be rewarding. At the time of your joining, Please bring along the following documents, which are essential for us to complete your joining formalities:




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1. Passport size Photographs (4 copy).
2. Copy of X, XII, Graduation, PG Degree/ Diploma / other Qualification Certificates.
3. 10th /12th leaving certificate.
4. Copy of Aadhaar card.
5. Copy of PAN card.
6. Copy of passport /Driving License for identity proof.
7. Relieving letter from previous company. . Salary slips of previous 3 months.
8. Details of bank account.

With Regards,
For SPCL Infotech Services Pvt. Ltd.

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Pritee Wagh
Chief Executive Officer



I, Sakshi Khatake hereby accept the terms and conditions of employment as outlined above here to.



(Signature of Candidate)

Date: 23rd July 2023




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