

Scan-IT Solution (India) Private Limited

Registered Office:

Telephone: +91 020-26058881

Unit 602, 603, Sai Radhe, Plot no. 100 + 101, Kennedy Email : info@scan-it.com.sg

Road, Behind Sheraton Hotel, Pune, Maharashtra, Website : www.scan-it.com.sg

India - 411001.

CIN : U72900PN2016FTC167138



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Ms.Pooja Prashant Saste**Date: 10 March 2022**

At post - Dalwadi, Wakhari,
Phaltan, Satara,
Maharashtra - 415523

Dear Pooja,

Welcome to the opportunity to make a valuable difference!!!

At Scan-IT Solution (India) Pvt. Ltd., you will find that the environment is charged with enthusiasm and offers unlimited growth for individuals who live the company vision with a passion.

I am proud to invite you to join the family. You will be designated as **Junior Associate - Software Engineering** in grade **A1** and your Total CTC will be **Rs.3,50,000** per annum. You will be on probation for the initial period of 3 months. You would be expected to join us on **14th March 2022**. A detailed letter containing Salary Break Up & Terms of Employment will be given to you on your date of joining.

Appointment Agreement: The Employee, as part of the consideration for the training, hiring efforts and costs involved, agreed to sign the Appointment Agreement containing the Retention Policy for not leaving the services of the Company for a period of 2 years from the date of his/her joining the services of the Company.

You are required to submit following documents prior to date of joining: - a.

Recent Passport Size Photograph (2 nos).

b. Experience Certificate of your previous job (if any).

c. School Leaving Certificate.

d. Education Certificate.

e. PAN and Aadhaar Card copy.

You may be required to undergo reference check clearance in order to confirm this offer.

I look forward to your dedication and commitment as we work together and wish you many fruitful years here at Scan-IT. Please forward us a confirmation of acceptance of our offer at the earliest.

With best wishes,

For **Scan-IT Solution (India) Private Limited**

Saikrishna Shankarmani Chief Operating Officer



* Gratuity is payable as per the Gratuity Act.

**PT: There would be an additional deduction of Rs. 100 in PT in the month of February every year according to the government norms.

Retention Bonus: This **one-time** bonus amount of **INR 50,000** will be disbursed at the end of 24 months of service completion assuming your employment is in good standing with the organization at the time of disbursement.

Scan-IT Flexible Benefit Plan:

We all have different needs and hence Scan-IT has chosen to empower its employees to be the master of their destiny. You will be provided the benefit plan when you join the organization so that you can make informed allocations.

Best Regards,

For **Scan-IT Solution (India) Private Limited**

Saikrishna Shankarmani
Chief Operating Officer

ACCEPTANCE

I have read, understood and accept the compensation and benefit package relating to my services and employment with Scan-IT Solution (India) Private Limited.

Pooja Prashant Saste.

12 March 2022.

Employee Signature

Employee Name

Date