

Place: Bengaluru

Date: 22 Sep 2021

OFFER OF EMPLOYMENT

Mr. Vishwak Sen Vikram
Email: vishwaksenvikram@gmail.com
Mobile: 9973595944

Dear Vishwak,

We are pleased to make you an offer in our organization, as **“CAD Design Engineer”**, as per the terms and conditions. It is our intention that your commencement date will be on or before **27 Sep 2021**. In case you fail to join by the above date, Company reserves the right to withdraw the offer. You will be based out of **Bangalore** office; however, company may depute you anywhere within India to meet the business requirements.

Please note that this offer is subject to your being found medically fit and your reference verifications being positively cleared. Please note that if the documents submitted by you are not genuine, then the offer stands cancelled.

You are entitled to a CTC of Rs. **3,10,258/-** per annum subject to company policy.

The above offer is strictly confidential and specific to you only. You should not discuss or divulge the contents of your compensation package to anybody. Any lapse in this regard will be treated as a breach of confidentiality and trust and will be viewed as a serious lapse.

You will be under probation for **three** months. You are also expected to meet the internal performance criteria measured from time to time.

It is mandatory to be vaccinated with at least the first dose of vaccine before joining the organization for the health and safety of employees in the organization.

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

We look forward for you to join us.

Yours Sincerely,



For Blue Hat Solutions Private Limited.,

1. SALARY AND BENEFITS

You will be entitled to allowance like HRA, Leave Travel Allowance and other benefits as detailed below:

- **Basic Salary:**

You are eligible for a BASIC salary as per Labour Laws standard in your monthly salary.

- **HRA (House Rent Allowance):**

You are eligible for HRA of 50% of your Basic Salary as Bangalore city as base. Exemptions can be claimed on the same by submitting rent receipts to the payroll processing department for the concerned financial year. In case of change in rent, the revised receipt has to be submitted to the Payroll processing department.

- **Leave and Travel Allowance:**

You are entitled for Leave and travel Allowance. This allowance will come under the purview of Income Tax.

- **Annual Bonus:**

Upon successful completion of probation & completing 12 months of as a regular employee thereafter, you will be eligible for annual performance linked bonus, PLB of up to one-month gross salary at the discretion of the management. The PLB will be evaluated based upon employee's contribution to achieve assigned targets as well as the growth of the organization.

- **Employee Medical Policy:**

Employees and their dependents restricted to Spouse and maximum 2 children only are covered with a Medical Insurance policy for hospitalization. A basic insurance cover of 5 lakhs per annum per employee is provided at Company's cost. Insurance Premium will be revised year over year as per Government Policy.

- **Gratuity:**

Upon successful completion of 5 years of continuous service an employee becomes eligible for benefit of gratuity to be payable only upon retirement. In accordance with the Gratuity Act 1972, the Gratuity is 15 days salary for every year of employee service or partial year over 6 months.

2. PROBATIONARY PERIOD

Your employment is subject to the satisfactory completion of a probationary period of three months. During the probationary period your employment may be terminated by either you or the Employer upon providing 1 week's written notice.

3. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

You agree that you will not divulge any of the confidential information or the trade secrets of the employer to any person, whether during or after the termination of your employment. You are expected to maintain utmost secrecy regarding the affairs of the company and shall keep confidential any information, instruments, documents etc., relating to the company that may come to your professional knowledge as an employee of the company. Employee has to sign Non-Disclosure Agreement, NDA and adhere to the guidelines as listed in the Official Secrets Act, OSA, 1923. No Data is to be taken out or transferred without proper authorization from management else you are liable to legal action.

4. COMPANY POLICIES

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

You will be entitled to 15 annual and 10 Casual/Sick leaves in a year in accordance with the applicable laws and leave policy of the company. The regular working hours of the Company are 9 am to 6 pm (six days a week). While on attachment/official visits you are to adhere to working hours of the Client. You will not be entitled to receive any remuneration of work performed outside of the hours referred above.

5. TERMINATION

- Your employment with us is terminable by the company with a notice period of **Two Month** or basic salary of two month in lieu of notice.
- Your employment with us is terminable by you with a notice period of **Two Months**.
- The Full and Final Settlement will be done within **90 days** from the official last working day.
- Right to exercise option to accept notice pay in lieu of notice period shall be a prerogative and will be at the discretion of the management influenced by business circumstances.
- If any misrepresentation is found with respect to information provided by you or if you have willfully suppressed any material facts, your services will be terminated immediately without prior notice. Further, you'll be liable to reimburse the company the costs incurred regarding your recruitment.
- In case of unauthorized absence or absence without permission from duty for a continuous period of 5 working days, you'll be considered absconding and the company reserves the right to terminate your employment without any notice. In addition, you'll be liable to pay all duties including notice pay and other such dues as mentioned in the agreement.

6. GENERAL

You will also be governed by the rules and regulations in vogue and those that may change from time to time. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as travelling re-imbursement etc., you'll be governed by the rules of the company framed from time to time. We shall be glad to provide you with more information upon your request.

For Blue Hat Solutions Private Limited



HR Manager

I accept the above terms & Conditions

Candidate's Signature

Date of Joining:

Confidential

Mr. Vishwak Sen Vikram
Annual Compensation Package

Basic Salary	1,80,000
House Rent Allowance	84,000

Gross Salary	2,64,000
Employer Contribution to PF	21,600
Gratuity	8,658
Medical Insurance	16,000

TOTAL CTC **3,10,258**

Note:

- All the above-mentioned package components shall be subject to tax as per the rules of the Income Tax Act or any other Government bodies at any time.*
- Performance Bonus / Annual Bonus will be at management discretion and subject to meeting business objectives of the company.*