

Date: 19 September 2020

## Letter of Offer

Dear **Candidates**,

Student ID	Name of the outgoing students placed
182020602025	SAURABH ANAND KESHARI
182020602001	ABDUL QADIR KHAN
182020602005	BIKRAM SINGH
182020602015	SHUBHAM YADAV
182020602024	SAMAR VERMA
182020602003	AMIT KUMAR SINGH
182020602008	KM. SWETA KUMARI
182020602020	AJAY KUMAR MISHRA
182020602006	BIPIN KUMAR GUPTA
182020602027	NEHA TOMAR
182020602029	GAURAV KUMAR SINGH

Further to our discussions with you, we are pleased to offer you appointment as “**Software Test Engineer**” with Ksolves India. Ltd. Your Job Location will be “**Noida**”. The terms and conditions of your employment, that govern the basis of our mutual relationship, are outlined below:

1. Your full-time employment will be effective from **18 December 2020**. On the day of your joining you are required to submit the following:
  - Relevant copies of Academic / Professional achievements.
  - Documentary evidence of Date of Birth, Address.
  - PAN Card Details.
  - Aadhar Card.
  - Three passport sizes colored Photographs.
2. Your annual compensation & benefits entitlement of Rs. **4,20,000/-** would be as per details enclosed in Annexure A.
3. You will be on probation for a period of three (3) months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole

discretion of the company. During the probation as well as after confirmation the notice period requirement from the employee would be of two (2) months. Upon completion of one year of employment, notice period requirement from the employee would be of three (3) months.

4. Confidentiality of Salary Information:

a) Your salary package is based on, besides your overall experience level (if any) in the IT Industry, your educational qualifications and the experience and knowledge level

assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic,

- b) You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to head of the HR.
5. You will maintain an excellent standard of discipline, efficiency, effectiveness, and integrity and complete the work assigned to you to the best of your ability. You will discharge your duties diligently and shall devote all your time and attention to the interest of the company.
  6. You will abide by the Rules and Regulations of the Company which are in force and the company shall have the right to vary or modify any or all of the above terms and conditions of service, which shall be binding on you. During your employment with the company you shall also be governed by the company's all policies and rules regarding leave, attendance, provident fund, gratuity etc. Detailed employee manual covering these policies will be provided to you on your joining.
  7. This letter of offer is issued based on the particulars furnished by you in your CV and also at the time of interview/discussions. Ksolves has a well-defined background verification process to establish genuineness of the credentials furnished by you. Background verification will be done on the basis of the information and documents furnished by you. In case any information furnished by you is found to be incorrect during the verification process, this offer shall stand withdrawn automatically.
  8. You are required to intimate the management of any change in your residential address/correspondence address, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been secured on you.

9. Please sign a duplicate copy of this appointment letter as a token of your acceptance.
10. Retirement: You shall automatically retire from service on the last working day of the month in which you attain the age of 58 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the company shall be final for this purpose.
11. This offer of appointment is subject to Indian laws and any legal proceedings, whatsoever shall be under the exclusive jurisdiction of Courts of India.
12. Company will perform a background verification on information provided during your candidature including personal, academic and professional details.  
In case of any material discrepancy found during verification process, company retains the right to take appropriate action including rescinding the offer or cancelling the employment if already started.
13. You are requested to report at 9.30 am on the day of your joining. We wish you the very best and welcome you to our organization. We are proud to have a professional of your stature as a member of the Ksolves family.

With best wishes

Yours faithfully,

Neha Sharma

HR Executive

