

Date: April 15, 2018

Miss. Archana Pathak  
S/O: Mr. Akhilesh Pathak  
Address: SI-32 Shastri Nagar

Ghaziabad- 201010

E-mail: archanap107@gmail.com

**Sub: Offer letter**

Dear Archana

We refer to the discussion you have had with us and have pleasure in offering you the role of **PHP Developer (Website Developer)** on the permanent roles of our Organization at Noida with effect from the date of your reporting for duties on the terms and conditions as specified in this letter.

Few of the very basic regulations which shall govern your engagement with the Company are enumerated, the details of which shall duly be mentioned in your **Appointment Letter** subject to your complying with all the documentation related formalities:

1. Effective the date of your reporting for duties, you will be eligible for salary, allowances and other benefits as detailed in Annexure I of this letter. Your salary review and other related revisions shall be subject to schedules as may be implemented by the Company from time to time.
2. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, if any, and encashment of leave, notice pay, etc., computations shall be on the basis of basic pay.
  - (i) The salary structure of the Company may be altered / modified at any time without prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source;
  - (ii) Your monthly salary shall be disbursed through bank transfer on the tenth day of the month, for which you are required to open a bank account with any of the Company's specified bank/s. For disbursement of your remuneration your

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**UNIQUE CODER PRIVATE LIMITED**

CIN NO: U72300UP2016PTC077491

INDIA : Office No G-61, I Floor, Sector 63, Noida-201301, Uttar Pradesh

Email: [info@unique-coder.com](mailto:info@unique-coder.com). Web: [www.unique-coder.com](http://www.unique-coder.com)

PAN number is a pre-requisite. You must submit a copy of your PAN CARD with the HR department and carry the original of the same on your date of joining.

3. You will be on probation with the company at least for a period of the initial 6 months.
4. The Company reserves its right to rescind this offer and terminate your employment with immediate effect and without any notice in case of any information furnished by you (including CV) is found incorrect, false or forged or in case the Company comes to know of any material concealment at the time of applying and accepting the employment with the Company.
5. Every employee of the Company is required to serve a Two (2) month notice period in the event an employee decides to resign from the services of the Company as per policy. Serving this notice period is mandatory and an employee does not have the option to offer to buy out the notice period and/or seeking to get the same waived off considering the nature of assignments delegated to them. Company may however at its own discretion and on case to case basis, allow any employee to buy out the notice period or part thereof in cases of exigencies. In addition, in the event of material breach the Company may terminate your employment with immediate effect.
6. You must join the company on **15<sup>th</sup> April, 2018** failing which the present offer shall lapse automatically. In case of your inability in doing so you may obtain written consent in advance for the extension of the scheduled date aforesaid of your joining.
7. A formal Appointment Letter shall be issued prior to the joining date detailing all necessary formalities related to documents/agreements and/or contracts.
8. You will be required to submit to our HR Department, the documents as per the enclosed checklist, mandatorily at the time of joining. Please note that the Company reserves the right to not accept you onto the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience, etc. on the day of joining.
9. **Agreements/Contracts required to be executed by you at the time of joining:**
  - ***Appointment Letter/Employment Contract*** which contains all your employment related terms and conditions, remuneration and other benefits etc. in detail.
  - ***Non-disclosure Agreement*** which pertains to the proprietary rights of the confidential information including the Intellectual Property Rights of the Company

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shared with you which you will be obliged to vigorously protect during your employment and subsequent to your employment for a stipulated period.

- It is pertinent to put forth that each and every document mentioned in the checklist is mandatory without which you cannot execute the employment related agreement/contracts which is a pre-requisite for the commencement of your employment with the company and the subsequent training.
10. This instant "Offer letter" shall form an integral part of the **Appointment Letter** and other employment related agreements to be executed and furnished by you at the time of your formal joining, which shall govern your employment related terms and conditions and all the aforesaid agreements/contracts shall be read in harmony with each other in order to deduce the true spirit of Employer-employee relationship.
  11. Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit your either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment. The Company reserves the right to withdraw this offer of employment without any obligation what so ever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.
  12. Also your employment is subject to your being assessed fit (to the Company's satisfaction) to do the job for which you have applied. You are liable for medical check-ups from time to time by a registered medical practitioner specified by the Company. The management of the Company may terminate your employment if you are found unfit physically or otherwise.
  13. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy (attached) to Monika Rathore (HR Generalist)(Email id:[hr@xantatech.com](mailto:hr@xantatech.com) Phone No: Office: +91 120 4214299) duly affixing your full signature on the last page and initials on the remaining pages. Please note that the

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acceptance copy should reach latest by **15<sup>th</sup> August, 2018** failing which this offer letter shall stand withdrawn automatically, without any further notice to you.

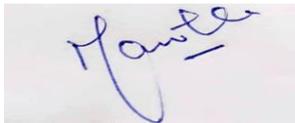
If you have any query / clarification regarding your offer or joining, please contact Monika Rathore (Email id: [hr@xantatech.com](mailto:hr@xantatech.com) Phone No: Office: +91 120 4214299)

We take this opportunity to welcome you to the Xantatech family and wish you a successful career with us.

Yours Sincerely

Monika

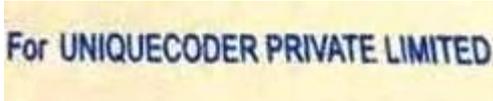
**HR Manager**



Acceptance

**For Unique Coder Pvt. Ltd.**

**ArchanaPathak**



**For UNIQUECODER PRIVATE LIMITED**

**Authorized Signatory**

Date:

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**ANNEXURE 1****Compensation Breakup:**

|                            |                      |
|----------------------------|----------------------|
| <b>Name</b>                | Archana Pathak       |
| <b>Designation</b>         | PHP Developer        |
| <b>Components</b>          | <b>Annually (Rs)</b> |
| Basic                      | 96000                |
| HRA                        | -                    |
| Conveyance                 | -                    |
| Medical Allowance          | -                    |
| Special Allowance          | -                    |
| <b>Gross Salary</b>        | <b>96000</b>         |
| <b>Retiral Benefits</b>    |                      |
| PF (Employer Contribution) |                      |
| ESIC                       | -                    |
| Gratuity*                  | -                    |
| <b>Cost to the Company</b> | <b>96000</b>         |

**Note:**

\*Gratuity Payout is applicable on the completion of 5 years as per the Gratuity Compliance Act.

\*Performance Bonus is payable at the end of completion of one year based on the pre-defined goals.

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**ANNEXURE - 2**

**CHECKLIST – DOCUMENTS FOR JOINING**

You will be required to submit to our HR Department, the documents as per the enclosed checklist, mandatorily at the time of reporting for duties. Please note that the Company reserves the right to not accept you onto the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience, etc. on the day of joining.

Self-attested Copies of;

- (i) Experience Letter (if applicable)
- (ii) Relieving Letter (if applicable)
- (iii) Last 3 months' salary slips/ bank statement (if applicable)
- (iv) Educational Certificates – Class 10, Class 12, Graduation, Post-Graduation
- (v) Identity Proof and Address Proof
- (vi) 5 passport size photographs
- (vii) PAN Card & Aadhar card
- (viii) Copy of Passport (if any)

All the documents aforesaid are mandatory in nature to complete the employment related formalities.

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