

**Rohit Gupta**

23<sup>rd</sup> June 2024

**Subject: Letter of Offer**

**Dear Rohit,**

We are pleased to offer you the employment with **AKIRHS Software Solutions Pvt. Ltd.** (Offshore Development Centre of Harprotech Inc) as a **Sr. Automation Engineer - II** at our India Office.

Your total compensation as Cost to Company would be **Twenty-two lakhs and eight Rupees (22,00,008/-) ONLY.**

Your date of joining, compensation & benefits details will be as indicated Annexure 1.

This offer is subject to your providing us with full and correct information in the documents to be provided upon joining as detailed below (As applicable) –

- A. Duly filled Employment Application form
- B. Copy of PAN Card
- C. Copy of Address proof
- D. Copy of School Leaving Certificate / Birth Certificate
- E. Copies of your educational certificates till date along with mark sheets
- F. Copy of your passport
- G. Relieving letter or duly accepted resignation letter from your previous employer(s)
- H. Last 3 months' pay slip duly attested by your current employer.
- I. You will be required to sign a protective agreement upon joining.

The terms of your employment are subject to the following pre-conditions (If applicable)

1. You must obtain a clear discharge from your current employer.
2. The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form. Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement.
3. The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.
4. You will be on probation for 6 months from the date of joining. During probation, the notice period will be 30 days and on confirmation, it will be 45 days.
5. You acknowledge that the company has expended ample time, effort, and resources into finalizing your position with the company through this recruitment process. This includes the involvement of personnel of various levels of management, undertaking background checks, review of your documentation and physical interviews to secure your position with our company, at the cost of other candidates who were also equally eligible for the offered position.



6. Please return the acceptance copy (attached) duly signed as an acknowledgement of your acceptance of this offer of employment along with the authorization form within next two working days. Do mention your date of joining, which should be no later than **24<sup>TH</sup> June 2024**.

The Terms & Conditions of your employment will be governed by the detailed Appointment Letter given to you on the day of joining.

We take this opportunity to welcome you into the organization and look forward to a long and fruitful association with you.


Yours Sincerely,



RADHIKA GUPTA  
Associate Manager - HRBP

Accepted by:  
Name & Signature  
Rohit Gupta

## Annexure 1

Name	Rohit Gupta	
Designation:	Sr. Automation Engineer - II	
Grade:	Level II	
Date Of Joining:	26 June 2024	
Work Location	<b>Remote / Hybrid / Work from Office</b>	
<b>Pay Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic Pay	₹ 64,166.00	₹ 7,69,992.00
Housing Rent Allowance (HRA)	₹ 32,083.00	₹ 3,84,996.00
Internet Allowance	₹ 5,000.00	₹ 60,000.00
Shift Allowance	₹ 30,000.00	₹ 3,60,000.00
Special Allowance	₹ 47,199.00	₹ 5,66,388.00
<b>Gross Fixed Salary (1)</b>	<b>₹ 1,78,448.00</b>	<b>₹ 21,41,376.00</b>
Provident Fund (Employee) (2)	₹ 1,800.00	₹ 21,600.00
Medicclaim (3)	₹ 0.00	₹ 0.00
Profession Tax (4)	₹ 200.00	₹ 2,500.00
<b>Net Take Home [(1)-(2+3+4)]</b>	<b>₹ 1,76,448.00</b>	<b>₹ 21,17,276.00</b>
<b>Gratuity (5)</b>	<b>₹ 3,086.00</b>	<b>₹ 37,032.00</b>
Provident Fund (Employer) (6)	₹ 1,800.00	₹ 21,600.00
<b>Total Fixed Cost (1+6)</b>	<b>₹ 1,83,334.00</b>	
<b>Annual Fixed CTC</b>		<b>₹ 22,00,008.00</b>
<b>For AKIRHS Software Solutions Private Limited,</b>		
		
<b>Radhika Gupta (Sr. HR Generalist)</b>		
<b>*Gratuity shall be payable as per "The Payment of Gratuity Act".</b>		



Subject: Acceptance of Offer

Dear Sir/Madam,

I accept the offer extended to me of at a CTC of INR. 22,00,008 P.A. to be based out of your Mumbai Office.

I assure you that I will submit all documents and comply with all formalities as necessary upon joining and thereafter.

Thanking you.

Yours Sincerely,

Signature:

Name:

(Kindly mention your name, as you would like it to reflect in our records)

Date of joining: