

Ref No: NIPL/HR/PUN/20248555

(Private and Confidential)

Date: May 7, 2025

To,
Pavan T,
No 44, 5th B main,
Puniyabhoomi layout,
kalkere, Horamavu post,
Bangalore 560043

Subject: Offer Letter.

Dear Pavan T,

In furtherance of your application dated **Apr 11, 2025** and interview dated **May 5, 2025**, you are hereby offered employment for the post of **Technical Lead**.

Your service conditions shall be governed by the Rules, Regulations and Policies framed by the Company from time to time as well as the Terms and Conditions specified in the instant Offer Letter and the Appointment Letter which may be issued to you upon acceptance of this offer of employment by you subject to verification of documents and information furnished by you.

1. Date of Commencement of Employment:

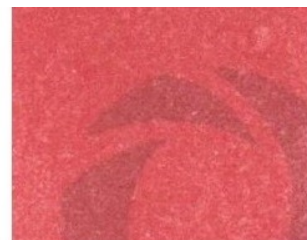
Your employment shall commence on **May 17, 2025** pursuant to acceptance of Offer of Employment and issuance of Appointment Letter by the Company.

2. Compensation:

You shall be paid an annual CTC of **Rs.23,00,000/- per annum (INR: Twenty Three Lakh)** the details of which are mentioned in Annexure-I appended herewith.

Level & Band –As per our internal organization structure your Level will be **L1** & Band shall be **B2**.

Your Employment on Probation would be for a period of 3 months starting from May 17, 2025 and end on Aug 18, 2025. Even after the expiry of the probation period indicated in the said clause, you shall continue to remain in probationary service till the time your services are confirmed in writing.



3. Work Location:

Initially you shall be posted at the Office of the Company at **Pune**.

However, your services are liable to be transferred to any other branch offices, divisions, sites, activity, geographical locations, Group Companies, sister concerns or subsidiaries of the Company or any of its associates, clients, customers, presently in existence and in operation as on this date as well as to the locations which may come into existence in future as per the exigencies and business requirements of the Company at the sole discretion of the Management of the Company.

4. Background Verification:

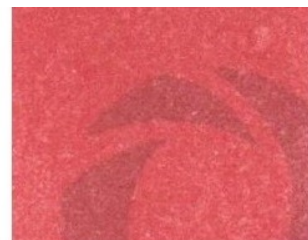
You are requested to disclose about pendency of any civil or criminal litigation/complaint against you including any past conviction by the competent court of law. Non-disclosure of such information shall be treated as fraudulent suppression of material facts at your instance calling for suitable legal action against you in addition to cancellation of the Offer Letter or termination of your services, as the case may be without giving you any prior notice or notice pay in lieu of such notice.

This offer of employment is subject to verification of your credentials and background prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, the documents and certificates furnished by you as well as ascertaining and verifying criminal antecedents, if any. You hereby voluntarily and expressly accord consent to the Company for conducting such background verification. In this connection, you are required to furnish the original documents mentioned in Annexure-A to this Offer Letter for verification of the same.

This Offer Letter is subject to the outcome of the background verification mentioned above and in the event of unsatisfactory outcome of verification, the Company, in its discretion reserves the right to withdraw this offer of employment without any further notice and compensation.

In the event of noticing of any discrepancy or concerns or doubts regarding any of the credentials, information, documents, certificates, past experiences etc., furnished by you, the Company may at its sole discretion, demand you for further information or clarification or justification to be submitted by you within prescribed period mentioned in the communication to that effect to substantiate the details.

This employment is offered to you on the basis of the information and the documents furnished by you. At any stage before or after acceptance of this Offer Letter or even after joining the employment, at any stage during the course of the employment, if it is revealed that the information furnished by you for securing the employment is untrue or misleading



or the documents submitted by you are not genuine or there is any suppression of material facts while securing the present employment, your services shall be liable to be dispensed with forthwith without any advance notice or notice pay in lieu of such notice in addition to the right of the Management to proceed against you as per the provisions of law for breach of trust.

5. Salary Review:

Your salary reviews and re-fitments shall be subject to the policy decisions taken by the Management from time to time which shall be subject to your satisfactory performance, quality of output and other criteria at the sole discretion of the Management.

6. Working Hours:

The normal working hours of the company are from Monday - Friday (9:30 AM to 6:30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work on a shift system, the details of which will be provided to you on joining. The Company reserves the right to amend hours of work and weekly off as may be necessary to meet the exigencies of the business.

7. Confidentiality:

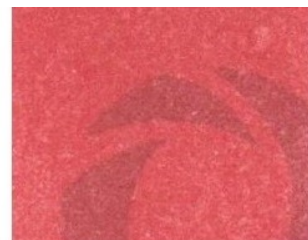
You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement before joining. The Confidentiality Agreement is to ensure that all proprietary and confidential information, documents, literature, invention made or obtained during your tenure with the Company shall not be utilized by you at any point to undermine the interests of the Company.

Your individual remuneration is strictly a matter between you and the Company. It has been determined based on numerous factors such as your job, skills, peculiar background and professional merit etc. This information and any changes made therein should be treated as personal and confidential.

8. Offer Acceptance and Reporting:

This is merely an offer of employment to you by the Company and it does not create any right of appointment in your favour and your appointment is subject to the final decision of the Management upon acceptance of this offer of employment by you and furnishing of relevant documents and verification of same and also subject to verification of the information furnished by you. Your appointment is subject to the Terms and Conditions mentioned herein as well as those stipulated in the Appointment Letter and other Rules and Regulations and Policy framed by the Company from time to time which shall be having binding on you.

In the event, you agree to the Terms and Conditions as referred above, you are requested



to convey your unconditional and express acceptance to the offer of employment made by the Company by way of e-mail communication by further confirming your joining date. Additionally, you are required to submit a duly signed hard copy of this Offer Letter to the Appointing Authority before joining the employment.

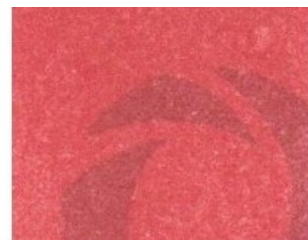
Please note that the offer acceptance email should reach us within 2 business days from the date of this offer, failing which this offer letter and its contents shall stand withdrawn and cancelled automatically, without any further notice to you.

You will be required to report for duties on the specified joining date at 10:00 AM. The joining location shall be communicated to you before your joining by the designated HR.

In case of any query /clarification regarding this Offer Letter or the joining procedure/formalities, please contact designated HR representative.

We welcome you to the Nitor family and wish you a rewarding career over the years to come.

Please refer to the structure for your salary breakup & list of documents.



Name	Pavan T	
Designation	Technical Lead	
Components	Monthly (Rs)	Annual (Rs)
Basic	95833	1149996
House Rent Allowance	38333	459996
Education Allowance	200	2400
Leave Travel Allowance	7983	95796
Bonus	1749	20992
Special Allowance	38423	461076
Total Monthly Pay	182522	2190264
Reimbursement	5000	60000
Employer contribution to PF	1800	21600
Gratuity	1400	16800
Health Insurance Premium (3 lakh sum assured)	845	10140
Wellness Allowance	100	1200
New Total Fixed CTC		2300004
Rounding Off		-4
CTC		2300000
Deductions from monthly salary		
Professional Tax		200
Provident Fund		1800
Income Tax & ESIC		As Applicable

Note:

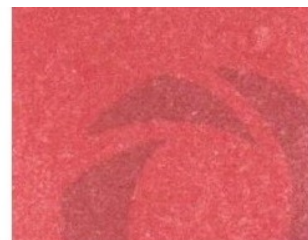
All payments are subject to appropriate taxation.

All payments would be as per Company's Rules and Regulations and administrative policy and procedures.

The salary structure is subject to modification from time to time.

Company's contribution to PF is calculated considering basic pay as Rs. 15000 or 12% of basic whichever is less, if applicable.

Company shall consider payments done towards L.T.A. as taxable income till the time you submit relevant bills to claim income tax benefit. In case you desire to claim tax benefit under L.T.A., the relevant documents must be submitted latest by 31st December.



Annexure II
Originals of following documents are to be submitted by you before the date of joining which shall be returned to you pursuant to verification of the same.
Proof of age (Birth Certificate OR School Leaving certificate)
Highest Degree/Diploma certificate along with the mark sheets
Appointment/Offer Letter from your last employer
Relieving Letter/experience Letter from your last employer
Salary slips of the last three months from your last employer.
PAN Card
Passport
Aadhaar Card

I, **Pavan T**, do hereby state that I have carefully gone through the contents of the above Appointment Letter and understood the same fully well and hence I have signed this Appointment Letter voluntarily on my own accord by accepting the Terms and Conditions stipulated in it.

Rohini Wagh
Sr VP & Head – People Function
Nitor Infotech Pvt. Ltd.

