

Offer of Employment

Bhagyashree Kanse

21 November 2019

Offer letter\1920\49

Merce Technologies Pvt. Ltd. Merce is happy to offer you a position of Application Engineer in Software Service Division in our organisation. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 25 November 2019.

We are offering you a position in Merce. You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered. Your annual salary will be Rs.1,20,000/- annual (Rupees One Lakhs Twenty Thousand only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

Termination of services

The Company may terminate this agreement at any time without giving any notice period or assigning any cause whatsoever during the probation period. If the Company requests, the Employee will continue to perform his/her duties and may be paid his/her regular salary up to the date of termination.

You may terminate employment upon Sixty days' written notice to the Company.

Non-compete clause

You may not engage in any activity or assignment of a similar or substantially similar nature to the activities that Merce is engaged in, with or for any party other than Merce, without the prior written permission of Merce, in case there is any commercial arrangement between you and the recipient of your services, or if you receive any reward, profit, or material benefits for it.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with Merce, are the intellectual property of Merce, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. Merce has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by Merce or its clients. Merce may do so at any time, without prior notice, for any purpose. This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of Merce or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in Merce, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in Merce, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- four copies of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer
- Adhaar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit-

- A statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

A warm welcome

We are certain that you will find Merce an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the Merce team.

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I understand and accept the terms of employment outlined above, and intend to join Merce not later than (put date here).

Signature Place _____

Full Name _____

Date _____

Annexure 1

Salary Details

01/1920/49

Dipali Ghorpade		Amount in INR	
CTC Annual	120,000	Monthly CTC	10,000
Salary Structure	CTC	Monthly	Annual Component
Basic Salary	48,000	4,000	
HRA	24,000	2,000	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell phone reimbursement	6,000	500	
Provident Fund	5,760	480	
Special Allowance	2,040	170	
Gratuity TOTAL			-
Total CTC	120,000	10,000	-
less: Provident Fund		960	
less: Prof. tax		200	
Net Salary		8,840	