

Date: 21 September 2021

Insha Naz,
Mangalore

Date of Joining: 01 August 2022


Subject: Offer Letter and Terms of Employment

Dear Insha,

Congratulations! We are delighted to offer you a position of "Software Engineer" with Novigo Solutions Private Limited. You will be eligible for Stipend of Rs 10,000/- per month for the first 3 months post which your total compensation cost will be Rs. 3,60,000 per annum.

Kindly confirm your acceptance of this offer by replying to this email. If not accepted within 7 days, this offer is liable to lapse at the discretion of Novigo Solutions. On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by Novigo.

- 1. Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval, will be treated as absconding from duty, and in the event that you do not report for work within ten days from the date of absence, it will be treated as "voluntary abandonment of service" and shall be deemed that you are no longer interested in the employment and have resigned from the services of the company of your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified.
- 2. Location:** Your initial posting will be in Mangalore. However, your services are transferable anywhere in India as also anywhere abroad, where the affiliates of the Company do business. In case your services are transferred to any of our group Companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time.
- 3. Compensation:** Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills, specific background and professional merit. This information should be treated as personal and confidential and should not be shared with anyone.
- 4. Probation Period:** You will be on probation for three months from the start date of your employment and your confirmation will be communicated to you in writing after the probation period. During this period, either party may terminate the employment by providing 30 calendar days prior notice to the other party. 01 November 2022 will be considered as Start Date of employment for this purpose. (After completion of Stipend Period).


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