

January 3, 2022

To,
Mr. Saurabh Dhage, Sangamner
saurabhdhage999@gmail.com / +91 7517275159

Sub: Employment Offer as a Member of Technical Staff at Mindstix Software Labs

Dear Saurabh,

Thank you for interviewing with us. We are glad to offer you the role of a **Member of Technical Staff** at Mindstix Software Labs Private Limited. We look forward to your acceptance of this offer, and to you joining the organization at the earliest.

Compensation Details:

Your compensation details are presented in the table below. These components are inclusive of all taxes, levies, and employee benefits.

Fixed Component:	INR 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only).
Performance-Linked Incentive Bonus:	INR 40,000/- (Rupees Forty Thousand Only).
Total CTC:	INR 4,00,000/- (Rupees Four Lakhs Only)

Performance-Linked Incentive:

Your performance bonus is linked to your individual performance through the year and to the overall performance and growth of the company. Indicative factors which determine your performance bonus are:

- Your technical competency.
- Communication skills and teamwork.
- Customer engagement and customer-success skills.
- Your participation in various organization-wide activities.
- Your contributions towards the growth and success of the company's business.

Your performance bonus is disbursed after the completion of one calendar year. The determination and disbursement of the performance bonus is on the sole and exclusive discretion of the company management.

Performance bonus disbursement is applicable only if the employee is in regular employment and in good standing in the organization for the entire duration of one calendar year. The performance bonus is not applicable in case an employee is on a notice period, is on an extended sabbatical, or is no longer an employee of the organization prior to the completion of one year.

Withholding of Taxes:

Company reserves the right to deduct tax at source, or to withhold any other taxes, as per the applicable local, state, and federal laws.

Effective Date:

This offer is effective January 3, 2022 and is valid for the duration of 2 days. We look forward to you accepting the offer and joining the organization on and before **July 20, 2022**.

Probation Period:

Company policies provide for a “probation period” of three calendar months from the date of joining. The company reviews employee performance regularly during this probation period. On successfully achieving your goals and performance objectives, your probation period would be considered complete.

In the event of non-performance of an employee *during the probation period*, the company reserves the right to extend the probation period or to terminate this agreement with a notice period of 15 days, or the number of days served in the organization (whichever is lesser).

Notice Period:

Mindstix Software Labs has a notice period of 45 calendar days. In the event of any breach of company policies, breach of information-security policies, or breach of company’s non-disclosure agreements, the company reserves the right to terminate this engagement with immediate effect.

Ongoing Performance Reviews:

The company reviews employee performance and progress on a periodic basis – this is based on the ‘Objectives and Key Result Areas’ as defined by the company leadership team.

Health Insurance Benefits:

Upon successful completion of your probation period, you are entitled for Health Insurance benefits up to INR 2,00,000 which includes a health insurance cover for yourself, your spouse, and up to 2 children. Please review the policy details from our insurance service provider carefully to understand applicability and other associated norms for the same.

Paid Leaves:

The company policy entitles you to *1.75 days of paid leave for every one working month*, in addition to the standard list of public and national holidays. Leaves during the probation period will be considered as leave without pay. Accumulated leaves can be carried over to subsequent years up to a maximum of 30-days.

Working Location and Schedule:

Your working location will be the company’s software development centre at 704/705 Amar Neptune, Baner Road, Pune. Given the pandemic situation, Mindstix is operating remotely. You will be working from home until further communication. The company reserves the right to relocate, if needed, depending on the business needs and circumstances.

The company normally works 5-days a week (Mon-Fri). However, during your probation period, you are required to work 6-days a week.

Reporting:

You will be directly reporting to our Founder, CEO, Roshan Kulkarni and may be further directed to work with our CTO / Delivery Head / Team Lead as required.

Acceptance of NDA and Company Policies:

This offer is subject to your acceptance of the company's standard *non-disclosure agreement* (NDA) and the standard company policies.

No Conflicting Obligations; Compliance with Company Policies, Laws and Regulations:

By signing this letter, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company or that would conflict with the Company's interests. In the course of your employment with the Company, you will be subject to and required to comply with all Company policies, and applicable laws and regulations.

Outside Activities:

While you render services to the Company, you agree that you will not engage in any other employment, consulting or other business activity without the prior written consent of the Company. While you render services to the Company, you also will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in recruiting, preparing to hire or hiring any employees or consultants of the Company.

By accepting this offer you agree to abide by all company's policies and terms of engagement. You also agree to execute the company's non-disclosure agreement which safeguards the intellectual property rights (IPR) of the company, its customers, and of third parties.

Submission of Documents:

As per the company policy you are required to submit the following documents as a soft copy on your joining day. Please keep the following documents ready:

- Two Recent Passport-sized Photographs.
- Photo ID Proof.
- Proof of Permanent Address, Local Address.
- PAN Card, Aadhar Card.
- Degree Certificates and Marksheets.
- Details of your Savings Bank Account where Electronic Salary Transfers are to be setup. (Preferably copy of a cancelled cheque).

Please return a *countersigned copy* of this letter to acknowledge your acceptance of this offer. We look forward to working with you and our best wishes for an outstanding career ahead!