

# OS3 Infotech

## PRIVATE LIMITED

Our Ref. : OIPL/Adm/N/16-17  
Dated : March 3, 2017

Mr. Prajapati Dharmesh Mahendra,  
C/o Amrutvahini College of Engineering,  
Sangamner, MAH.

**Sub. :** Letter of Offer-cum-Appointment & Terms of Employment

Dear Prajapati,

Based on the performance demonstrated by yourself during the interview conducted after the IOT Training Program, and basis the resume you have forwarded to us, we are pleased to offer you an Internship position with IOT as your core domain. Your appointment on the terms noted below shall be subject to successful and timely progression in the skills assessments that shall be conducted during your internship program. We trust that your knowledge and skills will be among our most valuable assets.

**To accept this offer :**

- 1 Sign and date this offer letter on all pages at the bottom.
- 2 Mail a copy of **all pages** of the signed and dated documents, together with the documents listed at the end of this Offer Letter, back to us to arrive latest by **March 10, 2017**.
- 3 Report for official duty at the following address from **1000 hrs on JULY 17, 2017**  
425-426, Shiv Centre, Sector 17, Vashi, Navi Mumbai 400703.

Should we fail to receive your acceptance and complete documentation by the date indicated above, we shall presume that you are not interested in the appointment, and this Letter of Offer shall stand withdrawn at the end of business hours of March 10, 2017.

### TERMS OF OFFER

**DEPUTATION AND REPORTING :**

You are being deputed at OS3 Infotech Pvt. Ltd. – Navi Mumbai, and will be reporting to the Director & CTO on all matters until further notice.

**JOB RESPONSIBILITIES :**

- To complete all official tasks as assigned to you by your reporting authority or any of your superiors from time to time,
- To coordinate with team members in ensuring smooth completion of daily tasks and targets as assigned to each member, including your own,
- To arrange and carry out continual self and internal training based on guidelines and material as required by the Organization,
- To prepare internal reports and conform to performance norms & parameters to meet and match individual and team performance,
- Dissemination of knowledge gained by you, to other team members through internal training sessions and conscientious documentation of the same on the organization's Knowledge Portal / ERP,
- You shall, in discharge of your functions, observe and comply with all the resolutions, rules, regulations and/or directions as may be amended and communicated to you from time to time, be made or given by the Reporting Authority and/or the management of the Company.

**SALARY :**

For the first two months, you shall be paid a gross monthly stipend of INR 3,000 (Rupees three thousand only). This duration may be reduced or extended based on your performance during this initial period. You would be paid a gross monthly stipend of Rs. 10,000/- (Rupees ten thousand only) after your first review and based on your performance therein. Exceptional performance shall entitle you to higher scales, based on assessment. Second class rail fare between the railway stations closest to your Mumbai residence and office / deputed site shall be reimbursed to you upon furnishing evidence of expenditure. Statutory deductions shall be made from your salary, if applicable, as per prevailing Government rules and norms. Only pre-approved and sanctioned expenses incurred by you while on official business shall be reimbursed to you. The Company will be entitled to set off against the amounts payable to you, any amounts owed to the Company or its group Companies by you. At all times, the right of first lien on your salary would rest with the Company.

OS3 Infotech Private Limited  
425-426, Shiv Centre, Sector 17, Vashi, Navi Mumbai 400703, India. Tel. : +91 98333 48147. email : [info@os3infotech.com](mailto:info@os3infotech.com)  
URL : [www.os3infotech.com](http://www.os3infotech.com)

Accredited Partner – SUSE  
Value Added Partner – NetIQ

Data Center Solutions Partner – SUSE  
Member Partner – Docker

SI Partner – EnterpriseDB  
SI Partner – Cisco  
SI Partner – Dell

CIN : U72900MH2010PTC210033 Regd. Office : H-17, RH-4, Sector 6, Vashi, Navi Mumbai 400703, India.