

02<sup>nd</sup> Mar 2022

To,

MR. PRAGYESH NAGVANSHI  
INDIRA NAGAR, SECTOR – 5, BALCO,  
KORBA, CHHATTISGARH - 495684

**Offer Letter**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **PHP CodeIgniter Website Developer** in **BuilNXT Project of CHIPS**, as per the terms and conditions agreed by you at the time of interview.

**Specific Terms of Appointment:**

1. This appointment will be for a period of 12 months from the date of joining i.e. **03<sup>rd</sup> March 2022**, unless extended further by us in writing.
2. Your posting will be at **BUILNXT, Chhattisgarh infotech & Biotech Promotion Society Office, Raipur**, however, during your posting you may be stationed / located / posted / transferred by us to any other location in Chhattisgarh, as may be necessary for the requirement of the project.
3. Your CTC per year shall be **Rs. 5, 40, 000/- only (Rupees Five Lakhs and Forty Thousand only)**. For detailed Break-up kindly refer the Annexure I.
4. This offer is subject to your completing, joining formalities as per the Manpower Selection Format and your confidential report being found satisfactory from the references provided to us.

Please note that this offer is valid subject to your signing and returning the duplicate copy of this letter within three working days.

Documents as mentioned below & as per Manpower Selection Form is to be submitted before /on the date of joining.

- (a) Photocopies of qualification documents.
- (b) Photocopies of experience certificates.
- (c) Photocopy of address proof.
- (d) Photocopy of ID proof.
- (e) Two passport size photographs.
- (f) Relieving certificate from the previous employer
- (g) Character certificate

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

For, Galaxy

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "GALAXY" at the top and "SUPELA, BHILAI" at the bottom, separated by two small stars.

Authorized Signatory

Acceptance Confirmation

MR. PRAGYESH NAGVANSHI

## Annexure – I

### Compensation Structure

Particulars	Amount	
	Monthly	Annually
Basic Pay	20000	240000
HRA	10000	120000
Special Allowance	13050	156600
<b>Total Salary (Gross)</b>	<b>43050</b>	<b>516600</b>
<b>Retirals &amp; Other benefits</b>		
Provident Fund(Employer's Contribution)	1950	23400
<b>Cost to Company</b>	<b>45000</b>	<b>540000</b>
<b>Deduction</b>		
Provident Fund (Employees Contribution)	1800	21600
<b>Total Deduction</b>	<b>1800</b>	<b>21600</b>
<b>Net Take Home</b>	<b>41250</b>	<b>495000</b>

## Terms & Conditions

1. As per this offer of employment, you are not permitted to leave the job within a period of three months from the date of joining, unless you are relieved with the permission from CHiPS by serving at least 30 days of advance notice.
2. Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
3. During the period of your employment, you will devote full time to the work/project. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
4. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
5. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademark and Company's Human assets profile.
6. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged, or made public by you even thereafter.
7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.
8. Your Probation period will be of three months and with successful completion of this period, your employment will be confirmed. On satisfactory completion of your probation period, a separate letter will be issued to you, confirming your services in the Organization. Your probation would be deemed to have been extended, until the issue of letter of confirmation. Your probation period may be extended on decision of Management after reviewing your Performance
9. In case you resign from the service, you will have to serve a notice period of at least one month before leaving the Organization. If you do not serve one month notice period, you will have to pay to the Company your one-month salary in lieu thereof.
10. The company may also terminate your service by giving 24hours' notice without any compensation during your probation period based on unsatisfactory performance or on receipt of any complaint from CHiPS.
11. In case of serious misdemeanor, questionable integrity and moral turpitude or false or incorrect information or if you are found guilty of any other criminal offence, your service can be terminated immediately without a notice period, and you would not be entitled to any compensation in lieu of notice.
12. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, involve in strike, misguiding or misleading other employees, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

13. The Company can release you on its Sole Discretion on your termination. If the Company does not want you to serve one month notice period, the Management can release you without serving one month notice period. The Company may accept your Resignation Letter and release you with immediate effect and pay you your Final Dues for the period worked.
14. If you join any other Organization without resignation or without Full and Final Settlement by the company, Galaxy shall not pay you your outstanding amount and reserve the right to claim the amount payable to Galaxy by you.
15. You shall return all the Company's property and other materials entrusted upon you for the discharge of your duties, on severance of your services with the Company.
16. You are liable to be transferred from one job to another job, one department to another, one place to another, one project to another at the discretion of the Management. If you fail to join at the site as to where you are transferred on the date so mentioned, then you will be given a maximum grace period of Seven (7) days to join. If you fail to do so and if you do not join at all; in both cases, your case shall be treated as leaving the Company without mandatory one month of notice and your final account shall be prepared as per the relevant clause 12 Termination.
17. If you refuse to take transfer during probation period or even thereafter, then you may be terminated at the sole discretion of Management.
18. It is your responsibility to notify HR of any changes to personal data. This includes changes of address/telephone number; changes to next of kin; changes of banking or taxation declaration details.
19. The leave policy will be applicable as per the terms of CHiPs.
20. For PF purposes all details as required would need to be submitted to HR division and any changes to the information, will be accepted in writing for changes/modifications in Principal records and other necessary documents.
21. We have the right to restructure the various components of your emoluments during the period of employment.
22. In case of any change in statutory compliance during the period of employment the same will be applicable without any change in CTC.
23. All claims and complaints related to the employment contract of the employee shall be settled in accordance with the Company policies, rules, and regulations.
24. This appointment is made on the understanding that all the information given by you are correct, true, and complete. If it is found that the information provided by you is incorrect, the management reserves the right to take appropriate action on this.
25. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right to alter/change/modify any of the terms mentioned in this offer, which shall be binding on you.