



OFFER LETTER

Date: - 27 – February – 2023

Ms. Shivani Arun Gavitre
Ref. No. - 56956/1A/23

UID No. – 7487 8859 1638(Verified).

Address: - #Navin Akole Road, Ward No.13, Sangamner, Ahmadnagar,
Maharashtra – 422605.

Dear Candidate,

It gives us great pleasure in inviting you to join **IBM India Pvt. Ltd.**

("IBM"), to the position of **Data Science** decision support and solution in the areas of credit & risk, portfolio management and technology to financial companies throughout Global points. Our Business objective is to drive performance by helping our client implement best decisions suited to their Businesses and market place.

Your appointment in the company will be subject to the following term and conditions.

- **Salary and Other Benefits**

Basic Salary	Rs	28,700
House Rent Allowance	Rs	3,500
Conveyance Allowance	Rs	2,500
Supplementary Allowance	Rs	2,800
Provident Fund	Rs	2,500
Gross Salary	Rs	40,000

Other statutory benefits on account of Bonus and Gratuity would be admissible only as the applicable laws. Your Salary shall be subject to deduction of income Tax at source as per the applicable.



Provisions of income tax Act and Rules therein

- **PROBATION**

- You shall be on probation for a period of six months from the date of your Appointment .This probationary period is liable to be extended by further period of six months in two spells of three months each.
- Your case of permanent absorption in the employment of the Management You shall be deemed to be on probationary period.
- As such, unless confirmed in writing by a specific order of the management.

- **WORKING**

On joining you will be informed about the details of your shift timing/work arrangements, based on six-day workweek format, which will be aligned on an ongoing Basis to meet business requirements.

- **LEAVE AND HOLIDAYS**

You shall be entitled to privilege Leave, Casual Leave / Sick Leave and holidays in Accordance with the provisions of the Leave and Holidays Rules/ Policies of the Company, as in vogue from time to time.

- **PLACE OF POSTING AND TRANSFER**

You would initially be posted in **WFH** (UNIT-5311985) Posted by Main Branch Address – **IBM India Pvt. Ltd.** B 2, Western Express Highway, Malad, Reserve Bank of India Staff Quarters, Raheja Twp, Goregaon, Mumbai, Maharashtra 400063.

However, you are liable to be another one establishment to another Belonging to or managed / operated by the company or its associates or its Clients, whether such establishment /branch/unit is a sister concern or otherwise is in existence at the time of your appointment or is opened there after anywhere in abroad.

- **TERMINATION AND NOTICE PERIOD**

- Either party may terminate this contract During first three months of services, by giving notice of 15(fifteen)Days or paying salary in lieu of such notice to the After completion of three months services, by giving notice of one



Month or the management may, however, at its sole discretion, accept a shorter notice period or waive the requirement of notice on part. In case the Management at your other party or salary only for the actual number of days number of days worked by you.

- Your resignation shall be become effective as soon as the Management accepts it The management shall be competent to withhold its acceptance in respect of your resignation in case you are under in suspension or disciplinary Proceedings are pending or contemplated against you.

- **SUSPENSION**

If you are accused of misconduct, you shall be liable to be suspended from services pending or in contemplation of enquiry. During the suspension period, you shall be entitled only to a Subsistence allowance at the rate of 50% of your salary. If you are found guilty of any charge Of misconduct, you shall be deemed to be absent during the suspension period not be entitled to any salary or other amount expect the subsistence allowance paid/payable.

In the enquiry, You may bring only a co- employee (who is not accused of similar charges or suspended) to represent or assist you. As such, you shall not be entitled to bring any outsider to represent Or assist you in such enquiry.

- **FULL TIME EMPLOYEE, CONFLICT OF INTEREST**

You shall devote the whole of your time and energy exclusively to the business and affairs of the company. You shall not engage yourself directly or indirectly in any business or serve whether as principal, agent, partner or employee or in any other capacity either full time in any business whatsoever other than that of the company you shall, at all times, safeguard the interest of the company and perform your duties and may lead to your termination or dismissal from service.

- **SUMMARY DISMISSAL FROM SERVICE**

Not with standing anything contained in any other Paragraph or clause or sub clause of this appointment letter, the management shall be competent and entitled to dismiss you from service without any notice or salary in lieu thereof or any compensation whatever on Charges of misconduct.

- **SUPERANNUATION**

You shall retire on attaining the age of 60 years, which is your age of 60 years, which is your age of superannuation. No notice shall be necessary for the same.



- **VERIFICATION OF CREDENTIAL**

Your appointment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by the management that the particulars given by you in your application, your appointment shall be deemed to be automatically cancelled irrespective of whether you have joined duty upon your selection. In such a contingency, you shall be liable to be discharged forthwith.

11. ACCEPTANCE

- Should you agree to and accept all the terms and conditions as stipulated in this appointment Letter please sign and return a copy of this letter in token of your acceptance thereof.
- Your date of reporting of duty will be 20 – March – 2023.
- You Need to Coordinate and Follow Mr. Abhishek Kumar (Recruitment Head).

We take this opportunity to congratulate you on your appointment .We warmly Welcome you the 'IBM' family and wish you every success in your new Assignment of the company.

Yours sincerely,

IBM INDIA Pvt. Ltd
Authorized signatory

I accept the aforesaid terms and conditions of my employment.