

Date: September 19, 2022

**Aditya Kanawade
Malpani Nagar,
Ghulewadi, Sangamner,
Ahmednagar,
Maharashtra – 422605**

Dear Aditya,

We have the pleasure of offering you an appointment as a 'Trainee' with effect from **July 3, 2023**, in the company on the following terms and conditions:

1. You are being employed as a 'Trainee', to work in the fields of production, documentation, servicing, and maintenance of software and software applications. The Company will produce software products and applications of international standards for international clients.
2. During your service with the company, you will diligently and faithfully serve the Company in such capacity aforesaid.
3. For six months of training, you will be provided with accommodation (if required by you) and a stipend of **Rs. 10,000/-** per month.
4. You may at any time be called upon to perform other than your normal duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge these duties with care and diligence.
5. During your employment and thereafter, you will keep all secrets and will not divulge to any person, firm or Company whatsoever (other than to the Directors or partners of the Company or their authorized representatives or except under legal duress) confidential information of any description acquired by you while in our service concerning the process of manufacture, business practices or affairs of the Company or any of its associates, or their customers or suppliers.
6. You will not, during the continuance of your contract, undertake or carry on, either alone or in partnership, nor be directly or indirectly employed or concerned with as a principal-agent, or otherwise in any business, trade or profession whatsoever. You will fully devote your time and attention to your duties with us.

From day 1, you commit to work at Extentia for a period of 24 months. You will be onboarded as a fresher and based on your performance we will absorb you as a permanent employee. For the initial 6 months, you will be working as a Trainee and as you get converted into the permanent position your CTC will range from **3.60 to 5.50 lakhs per annum** depending on your performance feedback. If you resign within 24 months, you would be expected to pay Extentia a sum of **Rs. 1,00,000** only towards ending your commitment to Extentia and serving a notice period of 3 months.

8. Post your training period, if you wish to continue with the accommodation then Rs. 5000 per month will be the rent.

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD – A MERKLE COMPANY
CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

Registered Office
Extentia House, Lane E, North Main Road
Koregaon Park, Pune 411001, Maharashtra, India
Phone: +91-20-67285300 Fax: +91-20-26153104

Corporate Headquarters
Extentia Tower, Road 12, Kalyani Nagar
Pune 411006, Maharashtra, India
Phone: +91-20-67285200



9. Resignation cannot be given by an employee when he/she is on leave and no leave will be granted once a resignation letter has been submitted. You will not be getting any Service Certificate in case you resign during your trainee period.
10. Your services can be terminated during your training period depending upon your performance feedback.
11. For the present, your services are required at Pune, and as and when the necessity arises, the Company has the right to transfer your services to any place in India.
12. Upon termination of your contract, you will return to the Company all documents, books, or any other articles of the Company and/or copies thereof belonging to the Company.
13. Helmets are compulsory at Extentia for the rider and the pillion rider.

Should you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed by you confirming your acceptance.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Yours faithfully,

Celina Joseph
Vice President, Human Resources
Extentia Information Technology Pvt. Ltd.
Date: September 19, 2022



I ACCEPT

My date of joining will be 03/07/2023

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