LANCESOFT

#519, 5th Floor, Gera Imperium,
Grand Patto, Panjim, Goa - 403001
Email: info@lancesoft-india.com
Visit us at www.lancesoft.com

PERSONAL & CONFIDENTIAL

Date: 25/Oct/2024

OFFER OF EMPLOYMENT

Dear Mark John Pinto,

This is with reference to your interview(s) dated **25-October-2024** for the position of the **"Associate, US support - ECG Non-Healthcare, Level – L1, Band – A2"** . We are pleased to inform you that you have been selected for the position stated above. Your initial place of posting will be at **Goa**.

Your annual CTC will be **3, 91, 000 INR (Three Lakh Ninety One Thousand Rupees only)** as detailed in ANNEXURE - A. Please bring the original along with a photocopy of the following documents at the time of joining:

1. Educational Certificates (X, XII, Graduation, Post-Graduation)
2. Five recent passport size photographs
3. Photo ID Proof (Acceptable Documents: Passport/Voter ID/Driving License/PAN Card)
4. Current/last Employer's offer/appointment letter
5. Relieving Letters (of all previous employments)
6. Pay slips and & Salary Account Statement of your current/last employment for the last three months

Failure to submit any or all of the above documents will result in an immediate termination of this offer.

Your employment with LanceSoft will be governed by LanceSoft's policies, as modified, from time to time and at LanceSoft's sole discretion, upon notice to you. Annexure B provides a subset of the LanceSoft's policies that will govern your employment with us.

You shall initially be on probation for a period of one eighty days (180). Lancesoft's Incentive scheme is recurring, performance based and eligible once you complete the Calendar Quarter. And if you leave the Company before 6 months then you are not entitled for any Leave Balance Encashment.

You shall join the services of LanceSoft on or before **25/Nov/2024** . If you choose to accept this offer, please provide us your confirmation of acceptance. Offer stands canceled in case of non-acceptance, any deviations in the information/documents provided by you, or if you fail to report on or before the **25/Nov/2024** without the prior approval of LanceSoft Management.

We look forward to welcoming you to the LanceSoft team.

Yours' Sincerely,

Accepted,

<Signature>
<Sidharth Jain>
(Manager – India HR)

<Signature>
Mark John Pinto

LanceSoft India Pvt Ltd,

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ANNEXURE – A

Name: Mark John Pinto
Designation: Associate
Department: US support - ECG Non-Healthcare
Level: L1
Band: A2
Effective: 25/Nov/2024

Annual CTC	391000		
CTC for Month	32583		
Earnings	**Amount Monthly**	**Deductions**	**Amount Monthly**
Basic Pay	13388	PF - Employee	1800
Dearness Pay	1612	Professional Tax	0
House Rent Allowance	-	Employee Club Contribution (Equal amount will be contributed by the Employer)	200
Leave Travel Concession	-		
Other Allowances	15061		
		Total Deductions	**2000**
Monthly Gross	**30061**		
PF Employer Component	**1800**		
Gratuity 4.81%(Basic+DA)	**722**		
Total Monthly Gross Salary	**32583**		
Net Pay	**28061**		

Yours' Sincerely,

Signature
Sidharth Jain
(Manager – India HR)

Accepted,

Signature
Mark John Pinto

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ANNEXURE – B

1.0 Personal Particulars:

You hereby confirm that the personal and other information provided by you is current and accurate. You will keep LanceSoft informed of any change in your residential address, your family status or any other pertinent personal information provided by you.

2.0 Assignment, Transfer and Deputation:

Though you have been engaged for a specific location, LanceSoft reserves the right to send you on deputation/transfer/assignment to any of the LanceSoft offices in India or abroad, whether existing at the time of your appointment or to be set up in future.

3.0 Termination:

3.1 Your employment shall terminate immediately:
i) Upon LanceSoft giving you a thirty (30) days notice of termination for any reason, with or without cause; LanceSoft at its sole discretion, may terminate you immediately by paying your basic monthly salary in lieu of giving you such notice; and/or
ii) Upon LanceSoft's notice to you, if you are in breach of any of the LanceSoft policies and procedures

3.2 LanceSoft may terminate your employment immediately, with or without notice on the occurrence of your:
i) Non-performance of the duties, roles and responsibilities assigned to you
ii) Unauthorized absence, disclosure/misuse of LanceSoft's confidential information, engaging in misconduct (willful, intentional or otherwise)
iii) Involvement in any act of moral turpitude
iv) Obligations hereunder or being arrested, charged or convicted in any criminal or similar proceedings that involves a matter which LanceSoft believes in its sole discretion may affect LanceSoft, its employees, contractors and/or clients

3.3 You may at any time terminate your employment by giving ninety (90) days prior written notice to LanceSoft. This will be applicable in probation period also.

4.0 Intellectual Property:

If during the period of your employment with LanceSoft, you achieve any invention, process improvement, operational improvement, or other process/method likely to result in a more efficient operation of any of the activities of LanceSoft, we shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to LanceSoft for the purpose of seeking any patent rights or for any other purpose. LanceSoft will have the sole ownership rights of all the intellectual property that you may create during the tenure of your association with LanceSoft including but not limited to the creative concept that you may develop.

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5.0 Secrecy/Confidentiality:

5.1 Use of Proprietary and Confidential Information: You will not,at any time, during the course of your employment with LanceSoft and thereafter, divulge or disclose LanceSoft's proprietary or confidential information to any third party or entity including competitors and/or former employees without prior authorization of LanceSoft. You will not make any use of LanceSoft's proprietary or confidential information for your own or any purpose other than that of LanceSoft. Failure to do so on your part shall result in your immediate termination and a legal action shall be taken against you and the third party/entity to which the information was divulged.

5.2 Access to Information: Unauthorized access to LanceSoft's proprietary or confidential information or an attempt to do is strictly prohibited and shall result in an immediate termination of your employment and a legal action against you.

5.3 Restriction on Personal Use: Use of LanceSoft resources for personal use is strictly prohibited. This includes usage of computer resources, information, internet service, assets, and working time of LanceSoft for any personal use. You will under no circumstances carry any work home unless specifically approved by your manager. Any usage of LanceSoft information for personal use will result in an immediate termination of your employment without notice and/or a legal action as deemed appropriate. You may/may not, at the sole discretion of LanceSoft, be required to reimburse LanceSoft for any losses incurred on account of personal usage of LanceSoft resources.

6.0 Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency in technical/professional skills you have declared to possess as per your application for the employment and your ability to handle any assignment/job independently. In case, at a later date, any of your statements/particulars furnished are found tobe false or misleading or your performance is not up to the mark or falls short of the minimum standards set by LanceSoft, we shall have the right to terminate your services without giving any notice, notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable and are subject to the modifications, from time to time, at the sole discretion of LanceSoft.

By accepting and signing this offer letter, you agree to have thoroughly read, understood and will abide by the terms and conditions set forth herein.

Yours' Sincerely,

Signature
Sidharth Jain
Manager – India HR)

LanceSoft India Pvt. Ltd,

Accepted,

Signature
Mark John Pinto

Life Sciences/Pharma • Health Care • Energy & Utilities • BFSI • Technologies • Telecom • Retail & Manufacturing • Transportation

Contingent Workforce • Back Office Services • Enterprise Solutions

12 Global Delivery Centers