

**Appointment Letter**

**23-Dec-2018  
Hyderabad**

**Avuladoddi Naveen,**  
1-48/2, Chinthapalli(V),  
Kuravi(M), Mahabubabad(D),  
Telangana-506105.

**Private and Confidential**

Dear **Naveen,**

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **VaayuJa Info Solutions Private Limited** to the position of **Associate Software Engineer**.

You shall report to work on **10-Jan-2019 at 9.00 A.M. at VaayuJa Info Solutions Pvt. Ltd., Hyderabad**. In case if you fail to report to work as mentioned above, unless permitted in writing by us on change of joining date, this offer stands cancelled / Withdrawn.

Your **Total Cost to Company** will be **Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only) Per Annum**. Details of your salary breaks up with components is as per the **Appendix 1**.

**1. Job Responsibilities**

You will devote your full business time, attention and energies to the performance of your duties with the Company. The Company may assign you additional tasks or to a new manager, modify or remove your assigned duties, or change the place of your employment without additional compensation to you.

**2. Probationary Period**

You will be on probation till 3 months from the joining date, and which may be extended further if deemed necessary. Upon confirmation, you will be notified by a Letter of Confirmation.

**3. Code of Conduct**

You will read, understand and abide by all the rules and regulations of the Company including the Employee Handbook and any other policies, practices, systems & procedures which are in force from time to time. The Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you.

**4. Benefit**

You will have all the standard benefits as required by Indian labor law and related rules, and as defined in the benefit plan of the company. You will be also entitled to join the Group Medical Insurance Plan for the employees of VaayuJa Info Solutions Pvt. Ltd. The details of the plan will be sent to you separately.

**VaayuJa Info Solutions Pvt Ltd**

614, Manjeera Majestic Commercial, 6<sup>th</sup> Floor, JNTU- Hi-tech City Main Road, KPHB,  
Hyderabad, Telangana-500072, INDIA. [www.vaayuJa.com](http://www.vaayuJa.com) / [info@vaayuJa.com](mailto:info@vaayuJa.com)

#### 5. Annual Leave

You will be entitled to 15 (Fifteen) working days of annual leave. In addition, you will be entitled to 5 working days of Medical Leave and 5 working days of Casual Leave. Proof such as a letter from the Doctor will be required if you avail of the medical leave. All leaves mentioned above will be on full salary and may be taken at a time to be mutually agreed when work commitments of Vaayujs permits, except for Medical leave.

#### 6. Notice Period

This agreement will be terminated with 30 days' notice. Leave may not be taken during this notice period. However, this does not preclude Vaayujs from effecting dismissal without notice or payment in lieu on the grounds of misconduct or serious misdemeanors.

#### 7. Professional Ethics Requirements

You may be requested to sign a confidentiality and non-disclosure agreement. You must at all times keep secret the affairs of Vaayujs and its clients.

#### 8. Background Verification

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

Yours sincerely,

For Vaayujs Info Solutions Pvt. Ltd.



SWETHA ANUPAM  
(Executive – HRM)

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Appendix 1

<b>Name : Avuladoddi Naveen</b>		
<b>Designation : Associate Software Engineer</b>		
<b>Payroll Breakup</b>	<b>Gross (Monthly)</b>	<b>CTC (Annual)</b>
Basic - 40%	8,000.00	96,000.00
HRA-40% on Basic	3,200.00	38,400.00
Conveyance	640.00	7,680.00
Medical	500.00	6,000.00
Leave Travel Allowance	640.00	7,680.00
Meal Coupons	800.00	9,600.00
Special Allowance	6,220.00	74,640.00
<b>Total</b>	<b>20,000.00</b>	<b>240,000.00</b>
<b>Deductions</b>		
Profession Tax / Tax on Employment	200.00	2,400.00
Other Deductions	960.00	11,520.00
<b>Total</b>	<b>1,160.00</b>	<b>13,920.00</b>
<b>Net Pay</b>	<b>17,680.00</b>	<b>212,160.00</b>

If you have any questions concerning the above, please feel free to contact me.

Yours sincerely,

For Vaayuja Info Solutions Pvt. Ltd.

**SWETHA ANUPAM**  
(Executive – HRM)



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