

Date: 03-December-2019

No: 24, Vinayagar Koil Street,
Lawspet, Pethuchettipet,
Puducherry-605008.

Letter of Appointment

Dear Anitha K,

Congratulations!!!

We are delighted to grant you confirmation that you have been selected to work for iTMDDev Technologies.

We would love to have you join us at our team. Let's build great things together.

Please accept before the offer expiration date.

DATE OF JOINING

Your joining date is **09-December-2019**, as per the conversation. Not later than the specified date, but as soon as feasible, you will join.

COMPENSATION DETAIL

We are offering you the position of **Associate Test Engineer** with a Monthly salary of **Rs. 23,333/- P.M.** With a cost to company (CTC) of **Rs. 2,79,996/- P.A.** Your working hours are from **10 a.m. to 6 p.m.** Monday through Friday. This will be the standard terms and conditions of employment for iTMDDev Technologies.

RESPONSIBILITIES AND DUTIES

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline, and other matters. You will always be aware of the responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

 **iTMDDev Technologies**
#77, LS Squire, First Floor, Velachery Road, Little Mount, Saidapet, Chennai - 600015



hr@itmdev.com



+91 89253 12053



www.itmdev.com



TERMS AND CONDITIONS

PROBATION

The employer will put you on a six-month probationary period. Depending on your performance, management decides whether to shorten or lengthen your probation period. You are not eligible for any paid leaves during that period. Once you have completed probation, your permanent employment will be confirmed formally in writing via an appointment letter and you will also be entitled to other benefits that are mentioned in detail in this letter.

CONFIDENTIALITY

During your period of employment, you will have to maintain complete secrecy. About projects you will be working on for clients and the company. Any confidential information should not be shared with anyone. During your period of employment, you will have to maintain complete secrecy about the projects you will be working on for clients and the company. Any confidential information should not be shared with anyone.

LEAVE

You will be qualified for 12 casual leave days and 6 sick days per year. If you skip work without giving anyone notice. Management has the discretion to discipline you if you miss work without an excuse more than four times per year.

FULL TIME EMPLOYMENT

Your position is a full-time position with the company, and you will devote yourself solely to the company's business and interests. You will not take up any other work for remuneration (part-time or otherwise), work in an advisory capacity, or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business during your employment with the company without the written permission of the management of the Company. You will also not seek membership in any local or public bodies without first obtaining specific permission from the management.

TERMINATION

The Company is free to end your employment with the Company with two months' notice or by giving you three months' salary plus allowances in lieu of notice. The company will have the right to request that you not accept any other work for a period of two months if it chooses to pay you two months' salary in lieu of notice.

Additionally, the Company will have the right to request that you not report for duty even though you will remain on the Company's payroll for the specified time and will continue to receive your compensation in accordance with your contract as if you were on duty.

You will be obliged to work for the Company for a minimum of two months before you can decide to leave. However, the Company will have the right to ask you not to report for work or even to take any other employment at this time, in the Company's sole discretion.

However, unless given explicit consent, you will not be permitted to purchase the shortfall period in place of the notice period's deficit in order to waive it.

- The employee was adjudged to have engaged in wrongdoing.
- The employee disobeys the rules outlined in the corporate code of conduct.
- The worker transgresses the organization's current policies and procedures.
- The employee is discovered to be intoxicated at work, whether by alcohol or another substance.
- If any of the information listed on the employee's CV turns out to be false.

DOCUMENTS FOR VERIFICATION

- ✓ Relieving Letter and Salary Slip (If Experienced)
- ✓ 10th and 12th Grade Mark Sheets
- ✓ Degree Certificates
- ✓ Proof of Identity
- ✓ Photo 3 Copies

ANNEXURE

The Above salary structure is based on new tax regulations.

Salary Details			
Name:		Anitha K	
Designation:		Associate Test Engineer	
Location:		Chennai	
Sl. No.	Salary Components	Monthly	Annually
1	Basic Pay	9,333.00	1,11,996.00
2	HRA	4,667.00	56,004.00
3	Dearness	1,167.00	14,004.00
4	Conveyance	1,633.00	19,596.00
5	Medical	933.00	11,196.00
6	Other Allowance	5,600.00	67,200.00
Total	Gross Total CTC	23,333.00	2,79,996.00

I wish you good luck in your future endeavors.

Sincerely,



Authorized Person & HR Department
iTMDDev Technologies