

March 03, 2014

APPOINTMENT – LETTER**Mr. Balarami Reddy Pappuri (Emp ID – EITS147)**Present Address:No.15, Ground Floor, 11th Cross,
16th Main, BTM 1st Stage,
Bangalore - 560029Permanent Address:No. 3/94, Near Police Station,
Bukkapatnam, Anantapur (DT),
Andhra Pradesh - 515144

Dear Mr. Balarami Reddy,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you in our Company on the following terms and conditions:

1. Personal Details

Full Name: Balarami Reddy Pappuri
Date of Birth: 01.04.1985
Designation: QA - Test Engineer

Father's Name: P. Panda Reddy
Date of Joining: 03.03.2014

2. Salary

2.1 Fixed salary : Rs. 900,000 per annum (CTC) including all allowances which is more fully stated in Annexure -I

2.2 Yearly Payments : Fixed Monthly Salary

3. Work Place

You are initially appointed to work in our Company located at Bangalore. However, you are liable to be transferred to any place of business of the Company as existing/ operating presently or acquired later in any part of India or abroad at any time. You are also liable to be deputed to any work or assigned the work of any associate/ sister concern, subsidiaries or any other Companies / concerns/ organisations/ firms with whom the Company may make such arrangement or agreement.

4. Working Hours, Leave

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time.

The annual leave/sick leave will be as per the rules of the company, which will be notified by the Management.

5. Probation

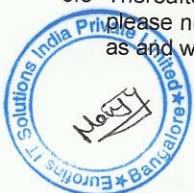
You will be on probation for a period of **6 months** from the date of your appointment, which may be extended at the discretion of the Management. During probation period either party is at liberty to discontinue the appointment with 15 days notice or giving any reason thereof.

6. Confirmation

6.1 On successful completion of the probation period, your service will be confirmed in writing.

6.2 Confirmation shall take effect only after issuance of a confirmation letter.

6.3 Thereafter, your employment will be subject to termination by two months' notice on either side. However please note that notice period applicable for the position Assistant Manager and above is three months' notice as and when applicable / effective.



Registered Address: No. 183, 1st Floor | Gayathri Tech Park | EPIP 2nd Phase Whitefield | Bangalore 560066

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7. Conditions of Employment

- 7.1 You will not at any time or times, either during or after leaving the services of the Company, disclose divulge or make public to anyone any confidential information relating to the affairs, transactions or dealings of the Company.
- 7.2 You will not during the continuance of your services with the Company, without the consent in writing from the Company, be employed directly or indirectly, in any other trade or business, employment or occupation whatsoever, but will devote the whole of your time and attention to your duties in the Company.
- 7.3 As regards other terms and conditions, your appointment is subject to the service conditions as applicable to the employees of the establishment of the Company in which you work.
- 7.4 You will not recruit or hire any of the Company's employees for six months after termination of your employment with the Company without express consent from the Company
- 7.5 All letters and other documents concerning the employer which the employee receives in connection with his activity, regardless of the addressee, as well as all other business' documents, drawings, notes, books, samples, tools, materials, computer software etc. are the sole property of the employer. Upon first demand or upon expiration of the Employment, the employee shall return all items owned or co-owned by the employer that are in his / her possession. The employee shall have no right of retention to such items whatsoever.
- 7.6 You shall work under the supervision and control of such person/persons as decided by the Company from time to time. You shall most diligently and faithfully carryout instructions or discharge duties given to you by your superiors in the overall interest of the Company.
- 7.7 You shall not anywhere at any time after relinquishment of your service/employment either personally or through your agent, friends or relatives directly or indirectly represent yourselves as being connected or interested in any way in the business of the Company.
- 7.8 You will be eligible for annual increment every year.

8. Retirement

You will automatically retire without any notice on your reaching the age of 58 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.

9. Procedure

Kindly return the duplicate copy of this letter, duly countersigned by you, in token of your acceptance of the terms and conditions stipulated herein.

You are requested not to discuss/disclose salary related information to any other employee & keep it STRICTLY CONFIDENTIAL as per organizations' policy.

Yours faithfully,

For Eurofins IT Solutions India Pvt. Ltd



Maniusha C.
Manager - Human Resource

Encl: Annexure-I

(Received & accepted)
Balarami Reddy Pappuri

ANNEXURE – I

Salary Structure:

Employee Id : EITS147
Name : Balarami Reddy Pappuri
Grade : QA - Test Engineer

Head	Monthly	Annual	Comments
Basic	21,302	255,623	
DA	2,000	24,000	
HRA	11,651	139,811	
Conveyance Allowance	800	9,600	
Education Allowance	200	2,400	
Kit Allowance	2,000	24,000	
Medical Allowance	1,250	15,000	
Leave Travel Allowance	3,884	46,604	
PF (Employer's Contribution)	2,796	33,555	
Special Allowance	20,694	248,330	
GROSS	66,577	798,923	
Group Health Insurance		10,000	Refer to Point # 1
Gratuity		11,185	Refer to Point # 2
Performance Incentive Plan (PIP) Bonus		79,892	Refer to Point # 3
Total Cost To Company		900,000	

* Monetary benefits are rounded off for Actual Calculations

POINTS TO NOTE:

- Insurance Premium paid by the company for Employee and Family. (1 Employee + 5 Dependents)
Amount shown here is an approximate amount.
- Eligibility to Claim Gratuity component is only after completing 5 Years of Service with Eurofins.
- A Performance Incentive Plan (PIP) Bonus may be payable based on Company performance and individual employee performance as per the Company's Policy, rules and regulations and should be considered a variable non-guaranteed earning. For calculations, we have taken 10% of Gross Salary that will be paid every year after the appraisal cycle upon satisfactory performance.
- Appropriate tax will be deducted at the applicable tax rates, as amended from time to time.



For Eurofins IT Solutions India Pvt. Ltd

Manjusha C.
Manager - Human Resource