



Date: 25/03/2025

To

Uma Sankar

Kudama, Jiyyamavasala,
Vizianagaram, Andhra Pradesh - 535525

Dear Uma Sankar,

With reference to your application and subsequent tests interviews you had with us, we are pleased to offer you the Position of **Software Testing Engineer** with the following terms and conditions.

Annual Compensation

You will be communicated separately regarding roles and responsibilities based on your performance and specialization at the discretion of management from time to time. Your annual cost to company is **Rs.6,20,000- (Six Lakh Twenty Thousand Rupees Only)**.

Date of Reporting

You are required to report at the office of **Astrolite Tech Solutions Pvt Ltd** Hyderabad on or before **28th March 2025**. The terms of this offer are strictly confidential Between You and **Astrolite Tech Solutions Pvt Ltd**.

Posting

You may be posted or transferred to any department, division, unit or location of This Organization, you may employ in only of its subsidiaries or associate companies of this organization of its discretion, you will be placed on probation for period of 3 months from the date of joining.

Performance Appraisal

Astrolite Tech Solutions Pvt Ltd lays emphasis on individual responsibility, team efforts and organizational development. A detailed performance appraisal process is in place in the organization. Your performance will be reviewed periodically as per the company policy.

Resignation: If you wish to resign from the services of the organization, you are required to give a notice of 30 days during probation period and 90 days after employment confirmation. Your resignation shall be accepted only after you fulfil the terms of the undertaking given by you during the course of employment.

Conduct

If you are insolvent or found guilty of disorderly behaviour, disobedience, dishonesty, negligence, indiscipline, absence from duty permission, or any conduct detrimental to the interest of our organization or any conduct unbecoming of the post hold in our organization, your services may be terminated without giving notice. The decision of the company in such cases will be final and binding on you.



Misrepresentation

This appointment is offered based on the information on your qualification, your past service and other records provided by you. If at any time, it comes to our notice that you have secured this appointment by furnishing false information; our organization will be free to terminate your services without any notice.

Confidentiality

You may have come to know confidential information relating to the business during your employment. You will not divulge, either during your employment or subsequently, any such confidential information belonging to our organization, its subsidiaries, its associate company, which you may have come to know during your employment under this contract. Further, you will not utilize such confidential Information for any other purpose other than the business of our organization, its subsidiary or its associate companies. You will also take all necessary precautions to ensure confidentiality of such information, both during your employment and thereafter.

Dealing

You will not enter into any commitment contract or dealing on behalf of our organization or its subsidiary or its associate companies without express authority of our organization.

Other Work

Your position in as a full-time employee of this company. You shall devote yourself exclusively to the business of the company. 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 company Permission, in writing, from the management.

Protection of Interest

You conceive any new or advanced methods of improving processes/ formulae/system in relation to the operation of the company; such developments will be fully communicated to the company and will remain the sole right and property of the company.

Transfer

You are liable to be transferred, in such capacity as the company may from time to time determine to other locations, departments, establishments, branches or subsidiaries, associates or affiliates of the company. In such cases the terms and conditions of service applicable to the new assignment will govern you.

Personal Appearance & Hygiene

Please note that while on duty, you are required to be dressed as per company norms. Men must wear light-colored shirts and dark colored trousers with leather shoes.

While the range of business attire is broader for ladies, they must maintain comparable standards. At all times, you must maintain the highest of personal hygiene.



Rules & Regulations

You will be governed by rules and regulations lay down by our organization from time to time. These rules and regulations will be deemed to form a integral part of this contract.

Validity of Offer

This offer lapses automatically after Fifteen days from the date of this letter of appointment, if we don't receive the duplicate copy of this offer with your signature, as a token of acceptance of this offer. Please sign and return the duplicate copy of this appointment letter, indicating the date on which you will join duty, as a token of your acceptance of this letter.

Studies and Education

Astrolite Tech Solutions Pvt Ltd encourages its employees to take further education while at work also. However, the same needs to done without impacting the work, responsibilities and deliveries at any point of time.

We do not guarantee leave of absence also for any exams. Employee deciding to go further education needs to apply for permission to HR stating the details of the course, Duration, Course Hours. Approval will be extended on a case-to-case basis. This applies to employees coming on board and may be pursuing education. In such cases employee shall disclose the same at the time of joining formalities.

Separation

On acceptance of the separation notice, you will return all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings etc, before you are relived. You shall not make or retain any copies of these items. You are requested to return the duplicate copy of this letter, duly signed by you, in token of your acceptance of the above terms, along with the enclosures required.

Overseas Services Agreement

In the event of the company deputing, you on an assignment abroad, you will be required to sign a deputation agreement with the company and execute a surety bond on such terms as the company may deem appropriate.

General

The above terms and conditions including those in Annexure – A (salary stack up) are based on company policies, procedures and other rules currently applicable in India as well overseas and are subject to amendments and adjustments from time to time. You will also abide by all other rules and regulations of the company and shall be in force.

In all services matter, including those not specifically covered here, such as Traveling, Leave, Retirement, etc.



Terms and conditions:

1. Your probationary period may be extended at the discretion of the Management, which will be communicated to you in writing. On satisfactory completion of your period of probation and /or any extended period thereafter, the Management may confirm your position in the company. You will be deemed to continue on probation until such time that the Management issues you with a letter of confirmation. During the period of probation or at the end of it, your services may be terminated without notice and without assigning any reason there to. During the probation period, you can leave the organization by giving 15 days of notice or salary in lieu thereof.
2. Your services may, on being confirmed, be terminated by either party with one month notice or salary in lieu thereof or you may be dismissed by the company without notice or compensation for an act of misconduct or if your overall performance is not satisfactory.
3. You shall not, at any time, disclose to anyone any information, know-how, knowledge, data, methods, plans etc., of the company.
4. During the period of employment with the company, you shall not carry on any business, Profession or calling of your own, but carry out your duty diligently, loyally and to the best of your capacity of the company.
5. This appointment is made on the understanding that the information given by you in your application/resume is correct, true and complete. If it found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn before you join service with us or your service may be terminated at any time after you have taken up employment with us.
6. The company reserves the right to alter/modify its working hours.



Annexure – A

	Annual (₹)	Monthly (₹)
Basic	186000	15500
House Rent Allowance	93000	7750
Education Allowance	2400	200
Bonus / Ex-gratia	33000	2750
Other Allowance	284000	23667
Gross Salary - A	598400	49867
Employer Provident Fund	21600	1800
Gratuity		0
Fixed CTC (Cost to Company)	620000	51667
Deductions - B		
Employee Provident Fund	21600	1800
ESI (Employee's Contribution)	0	0
Approx. Net Salary (A-B)	576800	48067
Variable Pay	0	0
Total CTC	620000	51667

Welcome to **Astrolite Tech Solutions Pvt Ltd** and agree to the terms and conditions as set in this appointment letter.

Astrolite Tech Solutions Pvt Ltd


(HR Manager-Operations)

I hereby agree to accept the employment on the terms mentioned in the letter of appointment. I will report for duty on _____

Signature: _____