



**Date: 05/04/2022**

To,  
Mr. / Ms. SANDHYA POTNURU  
Offer Id: IT/IN/G-3134  
Address: Hyderabad, Telangana

**LETTER OF APPOINTMENT**

Further to your application for Employment and subsequent interview you had with us. We are glad at your joining the organization as **“SOFTWARE ENGINEER (TRAINEE)”** at **“6th Floor, Omega - C Block, Divyasree Building, Hi tech City Road, Kondapur, Hyderabad - 500081”** with effect from **“08/04/2022”**.

**1. Job Profile**

Your Job profile has been discussed during the interview and is placed in the **ANNEXURE –I**. Based upon organizational requirement and work load, the job profile can be amended & necessary changes can be made, as and when the management feels it necessary. In addition to the regular duties, other duties may be assigned to you from time to time.

**2. Remuneration**

Your Yearly Gross Salary shall be **Rs. 4,61,280.00/- (Four Lac Sixty-One Thousand Two Hundred Eighty Rupees Only)**. The breakup of your salary has been explained in **Annexure II**, which shall form the part of this Appointment letter.

**3. Probation/Bond/Assessment Period/Increment**

You shall be on probation for the period of **3 months** from the date of your joining and at the end of expiry of the said probation period, and if your performance is found satisfactory, your services shall be confirmed and Confirmation letter shall be issued to you. You also survive a 24 months bond period from the date of joining.

It is agreed and understood that the organization shall be the sole judge to decide about standards of your performance. Organization decision in this matter shall be final and shall not be questioned before any authorities statutory or otherwise. It is expressly agreed that your probation period is deemed to have been extended unless Confirmation letter is issued to you. Organization at its discretion may decide to extend your probation period if in its opinion your performance is not satisfactory.

Your next increment shall be based upon your performance which shall be decided through performance management system.



**4. Training Period:** Company offer you **3 months** of training to enhance your technical skills. During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill up-gradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. Notice Period**

During probation period your services are terminable without any notice or assigning any reasons thereof. After confirmation of your employment, your services are terminable with one month's notice or notice pay.

You shall however give minimum **"two months"** notice of your intention to resign at all times. You shall be relieved of your services at the close of such notice period and / or proper handing over of your assignment to designated person whichever is later.

## **6. Termination**

Your employment shall stand terminated if you are held guilty of any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of your duties, or breach of any of the terms and conditions stipulated herein. In the event your services are terminated for any of the reasons mentioned in this paragraph no notice salary shall be payable.

## **7. Transfer**

Your services are transferable to any of the locations of the organization that are existing or might come into existence in future. Your services can be loaned to any of our sister concerns or associate concern existing or that might come into existence in future. In such event your services shall be governed by the Rules and Regulations of that location or sister/associate concerns. Such Transfers can be without any additional remuneration. You shall not refuse your transfer order, nor shall ask for revision in your



terms and conditions. Refusal to comply such transfer orders shall mean you are not interested in organization's employment and you have voluntarily abandoned the same.

## **8. Working hours**

You will be governed by the working hours/days of work and other conditions of service of the establishment to which you may be from time to time attached. There may be occasions when you have to work beyond normal working hours/day due to exigency of Companies business.

## **9. Leave**

During probation you shall not be entitled to any leave. On confirmation pro- rata leaves for the balance year shall be credited to your leave account. However, you shall earn PL/EL during the probation period but you will enjoy so only after completion of one year of service. However, you shall earn PL/EL for the probation period as well.

## **10. Other Terms and Conditions**

You shall not divulge or cause to be divulged any information about organization's processes, services, technical specification or business practices to any person without obtaining express written permission of the management. On cessation of your employment for any reason, whatsoever, you shall handover all the documents, papers, information stored in electronic media including computer laptop, USB's and you shall not retain any information of organization in any form with you after cessation of your employment with us.

We expect you to give undivided attention to this assignment. Hence you shall not register for any course, Seminar, Training program (even if self-sponsored) without obtaining express and written permission of the management.

We expect highest integrity and 100% involvement in organization's affairs, you shall therefore not undertake any assignment full time or part time with or without remuneration any profession, any trade or calling during your employment with us. You shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the company and use your best endeavor to promote the interest and business thereof. You shall not take up any job/consultancy with our competitor for a period of two years from the time of cessation of your employment with us for any reason whatsoever.

You shall not seek membership of any local or public bodies without first obtaining written permission for the management.



You shall observe/follow highest rules of discipline and decorum, not only on the organization premises but wherever you represent our organization to any of our clients, suppliers, vendors, business associates etc. Any violation of Rules of discipline and model code of conduct shall be viewed seriously and may qualify you for summary dismissal from services.

## **11. Retirement**

As per the Company's rules, the retirement age is 60 years, but the same is extendable in special case. We further state and confirm that you shall not be entitled for statutory benefits after you reach age of 58 years. You are liable to retire at the discretion of management subject to you keeping good health.

This appointment is offered on the basis of your having furnished the Company, correct information regarding your past service and other records. If anytime it is revealed that employment has been obtained by furnishing false information or withholding pertinent

Information, the Company will be free to terminate your services at any time without notice and any compensation.

## **12. Confidentiality**

You shall not, except as authorized or required by your obligations in terms thereof, reveal to any person or entity any of the trade secrets, secret or confidential information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/or be imparted to you by the Company during your employment. You shall hold in strict confidence all such confidential information.

This restriction shall survive termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/or transactions of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/or possession by virtue of your employment with the Company for any purpose other than for the benefit of the Company.

Violation of any of the provisions of Clause 12 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law; and accordingly, the Company will be entitled to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof. However, no action for any such relief shall be deemed to waive the right of the Company to further action for damages.



**INNOHUB TECHNOLOGIES**

You shall sign separate code of conduct and service agreement the same shall become binding on you and shall be treated as an integral part of this letter of appointment.

**13. Breach of Trust**

Any action of yours (Act of Commission or Act of Omission) which leads to the conclusion that there has been breach of Trust reposed by company in you. Your service shall stand terminated summarily and without any compensation. Similarly, Company shall be free to initiate appropriate legal proceedings (civil and criminal) against you at your cost and consequences for such Breach of Trust.

**14. Governing Law and Jurisdiction**

You shall be governed by Rules and Regulations applicable to your category at all times.

For all legal disputes "Gurugram (Haryana, India)" shall be jurisdiction.

In token of your acceptance to the appointment on Terms and Conditions mentioned in this appointment letter and code of conduct and service agreement, kindly sign and return copy to the undersigned.

We welcome you at **Innohub Technologies India Pvt Ltd** Family and hope our association shall prove mutually rewarding and beneficial over the years to come.

**With Best Regards,  
Innohub Technologies India Pvt Ltd**

**Authorized Signatory  
Prince Sharma  
Head – Human Resource India**

I have read, understood and agree to the terms and conditions as set forth in this letter.

**Name: SANDHYA POTNURU  
Signature:**

**Date: 08/04/2022**



**INNOHUB TECHNOLOGIES**

**Name: - SANDHYA POTNURU**

**Designation: SOFTWARE ENGINEER (TRAINEE)**

**Date of Joining: 08/04/2022**

**ANNEXURE I**

**DUTIES AND RESPONSIBILITIES**

**(To Mention the Job Role Assign)**

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**Name: - SANDHYA POTNURU**

**Designation: SOFTWARE ENGINEER (TRAINEE)**

**Date of Joining: 08/04/2022**

**ANNEXURE II**

Dear **Mr. / Ms. SANDHYA POTNURU**

Your remuneration shall be salary of **Rs. 4,61,280.00/-** per annum all-inclusive on CTC basis.

The break-up of the annual salary structure per month is as follows –

<b>Employee Name</b>			
		<b>Annual</b>	<b>Monthly</b>
Basic		192000.00	16000.00
Dearness Allowance		36000.00	3000.00
HRA		96000.00	8000.00
LTA		0.00	0.00
Medical Allowance		18000.00	1500.00
Conveyance		43200.00	3600.00
Special Allowance		46800.00	3900.00
<b>Employers Contribution</b>	<b>GROSS</b>	<b>432000.00</b>	<b>36000.00</b>
Bonus		0.00	0.00
Employers Contribution to PF		23040.00	1920.00
ESIC		6240.00	520.00
Gratuity		0.00	0.00
<b>Employee Deduction</b>	<b>TOTAL</b>	<b>29280.00</b>	<b>2440.00</b>
PF		23040.00	1920.00
ESIC		1440.00	120.00
PT		2400.00	200.00
		<b>26880.00</b>	<b>2240.00</b>
	<b>CTC</b>	<b>461280.00</b>	<b>38440.00</b>
	<b>Deduction</b>	26880.00	2240.00
	<b>Net Salary</b>	<b>434400.00</b>	<b>36200.00</b>

Note: The other terms and conditions of your employment will remain unaltered. In Training Period, you will get Rs. 36200/ per months.