

August 03, 2017

Mr.Orupalli Srikanth
M.Gollapalli(village),
Chitvel(mandal),Cuddapah ,
516104, Andhra pradesh,

Sub: Offer Letter

Dear Srikanth,

We are pleased to forward our Offer Letter and would like to formally welcome you to join the growing family of **Gicsol Consulting** as a **Software Engineer**. Your scheduled date of joining in the Company is **August 17, 2017**.

We are sure that you have had opportunities to understand in detail your job, the organization, etc. We would be glad to provide any further clarifications, if any.

We are in the process of building an organization, where professionals would find full satisfaction of a challenging job and an interesting working environment. In this connection, we welcome your contributions too.

Kindly return the Duplicate / Photocopy of the offer letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial long association with you.


For Gicsol Consulting Private Limited


Jagan Mohan Reddy M
Manager – Human Resources



080-50638084 

info@gicsol.com 
www.gicsol.com

Gicsol Consulting Private Limited | Reg office address # 16, "Lake Square",
Abhivruddi Layout, Opp Fortius Waterscape Apartment, Seegehalli,
KR Puram, Bangalore -560049 

TERMS OF EMPLOYMENT

1. Probation and Confirmation:

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company.

2. CTC:

The CTC would be **Rs. 3,39,996/-** (Rupees Three Lakhs Thirty Nine Thousand Nine Hundred Ninety Six Only) per annum, your salary is personal and confidential information. You should discuss it only with your manager or with the Human Resources representative. As a company policy, we prohibit sharing this information with other employees or unauthorized people, before or during your tenure with us. Any violation of this will be treated as a serious matter by the company.

3. Leaves and other Benefits:

- a. The company leave benefits include paid leaves of 20 days, Paternity leave of 3 days, Maternity leave as per the Maternity benefit act and bereavement leave of 2 days.
- b. Announcement of National & Festival holidays will be announced every year.
- c. You can avail leave travel assistance and medical reimbursement for tax benefits as per the company policy.
- d. Benefits such as corporate mobile connection, laptop and internet connection at your home will be applicable based your job profile or functional requirements as determined by the company.
- e. You are eligible for medical insurance as per the company policy.

4. Transfer:

Your services can be transferred to anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

5. Increments and Promotions:

Your promotions and increments shall be subject to your performance and contribution to the company, which will be assessed on a regular basis.

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6. Background Verification:

You have been employed on the basis of the particulars furnished by you. In case they said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the company shall stand terminated / canceled without any notice.

7. Notice Period:

After your status is made permanent on successful completion of probation period, the employment is terminable by giving one month notice period from either side. The company reserves the right to pay or recover salary in lieu of notice period. However, in the event of willful neglect of your duties breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

8. Confidentiality:

During the terms of this employment relationship, you will have access to and will get acquainted with various trade secrets of our company and / or our clients. You agree that you shall not misuse, misappropriate, or disclose any of the trade secrets, directly or indirectly, or use them in an anyway, either during this employment relationship or at any time thereafter, except as required in the course of your relationship with us.

Your acknowledge and agree that the names, address, telephone numbers and other information need for communicating with the employer's vendors, clientele, customers and other employees of employer constitute trade secrets, and that the sales, unauthorized use or disclose to any of employer's trade secret obtained by you during this employer's relationship constitutes unfair competition. You are liable to be bound by the security and confidentiality agreement between Gicsol Consulting and its clients.

9. Training:

If you are sent for training abroad, you will have to sign a bond for the period and amount which will be decided by the company as per its policy depending on the period of training, travel and other expenses/loss incurred.

10. Employment Rules:

Your appointment, in all respect, is governed by the employment rules and policies of the

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company in force from time to time. You are advised to make yourself familiar with these rules and policies.

11.Compliance of Section 314 of the Companies Act, 1956:

This appointment is subject to your not being a relative of a Director of the company within the meaning of Section 6 of the companies act, 1956. In case in future you happen to be related to any of the members of the board of directors of the company, you shall intimate the same to the management in writing and continuance of your employment thereafter shall be on the compliance of provisions of section 314 of the companies act, 1956.

12.On Separation:

On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items. Any other asset of the company, furniture, vehicle, office equipment etc. will either be returned to company or retained on payment of such money as the company may decide.

13.Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operation of the company, such development should be fully communicated to the company and will be and remain sole right / property of the company. Also you will not undertake any parallel part time or full time employment with an Gicsol Consulting competitor companies.

Gicsol Consulting is offering you this position in reliance on the accuracy of your resume and other information you provided in the application process and based upon your general experience and knowledge and not due to specialized knowledge of any previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies.

14.Other Work:

Your position is of whole time employee of the company and 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) or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the management.

15. Your Response:

We look forward to welcoming you into Gicsol Consulting shortly. If you wish to accept this offer please sign where indicated below and return a copy of the complete letter to us no later than close of above scheduled date of joining business hours. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment. Please contact us if you required any further discussion or clarification.

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

Full Name: _____

Signature: _____

Date : _____


ANNEXURE

16. Salary Structure:

S. NO	Details	Monthly(In Rs)	Annual(In Rs)
1	Basic	10513	126156
2	HRA	5257	63084
3	Special Allowance	5782	69384
4	Conveyance	800	9600
5	CCA	4731	56772
6	Medical Allowance	1250	15000
	Gross Salary	28333	339996

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Joining Formalities:

At the time of your joining, please bring two copies of the following documents, which are essential for us to complete your joining formalities:

PERSONAL CREDENTIALS	NO. OF COPIES
Resume	1
Passport sized photographs	4
PAN card photocopy	1
Passport photocopy	1
Driving License / ID proof photocopy	1
Educational certificates since class 10 th till your last Qualification	1
TESTIMONIALS FROM PREVIOUS EMPLOYER	NO. OF COPIES
Offer Letter / Last Appraisal Letter / Relieving Letter	1
Service certificate / Letter	1
Appreciation letter or certificates	1
Salary certificate / Salary slips of the previous three months	1