

ABS PLAZA,
Jagatpura, Jaipur
www. .com

Dear Vishnu Dhaked,

Congratulations! We are pleased to offer you the position of Sr. DevOps Engineer at . Your joining date is confirmed as , subject to the following terms and conditions .

- 1. Your annually consolidated salary will be ₹35,00,000 CTC (Thirty Five Lakh).
(The CTC is subject to necessary deductions applicable as per the current or any changes in the laws of P.F., ESI, and Income Tax). Details of the CTC are attached herewith as per Annexure-A, please note that this supersedes any verbal commitment or discussion. It will be revised after a year based on your performance.**
2. You are required to submit the mandatory documents as listed in **Annexure-B**.
3. Your employment with us shall be governed by the specific terms and conditions as referred in.
4. You shall be required to execute and be bound by the Agreement for non-disclosure of confidential information attached herewith as **Annexure-D** and abide by the code of conduct of the organization.
5. You are required to report on or before at , Jaipur failing to which the offer stands withdrawn unless any written confirmation on the extension of date is approved by the undersigned.
6. You will be on probation period for 3 months and based on your performance review, Probation will be cleared. Negative review will lead to termination.

This letter contains annexures A and B. Enclosures with annexures C and D will be issued to you on the date of joining. Kindly acknowledge and sign at the bottom of all sheets of the letter as a token of acceptance.

We welcome you to and look forward to a long and mutually rewarding association.

Praveen Parthanaboina
Director

P. Praveen

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

Name :

Signature :

Date :

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Annexure-A

Expected Cost To Company		₹35,00,000.00
	Per Month (₹)	Per Annum (₹)
Basic	1,46,504.17	17,58,050.00
HRA	70,700.00	8,48,400.00
DA	30,304.17	3,63,650.00
Medical Allowance	-	-
Other Allowance	42,358.33	5,08,300.00
Gross Salary (A)	2,89,866.67	34,78,400.00
Employer Benefit		
EPF (12%)	1,800.00	21,600.00
ESI (3.25%)	-	-
Gratuity	-	-
Leave Encashment		
Cost To Company	2,91,666.67	35,00,000.00
Deduction from Salary		
Employee EPF (12%)	1,800.00	21,600.00
Employee ESI (0.75%)	-	-
Leave Encashment		
Payable to EE	2,88,066.67	34,56,800.00
*Subject To Income Tax Deductions		

Note : ** Gratuity as a retiral benefit is payable to the employees who have completed 5 years of Service with [REDACTED] alone and with appropriate attendance fulfillment for eligibility. The deemed Gratuity estimated as per the current basic salary.

I have read, understood and agree to the above calculations of Total CTC.

Name :

Signature :

Date

Components Details:

1. Gross salary- The component 'A' as mentioned in the above CTC Annexure -A.
2. ESIC Employee's Contribution - If applicable, a contribution of 1.75 % of gross salary will be deducted from the Gross Salary per month towards the employee ESI contribution and will be deposited as per statutory requirements. The ESIC Employee contribution will appear on Salary slip.
3. ESIC Employer's Contribution - If applicable, a contribution of 4.75% of gross salary will be deposited as per statutory requirements. The ESIC Employer contribution is the cost incurred by the company on employee and forms a part of the CTC, it will not be reflected in the Salary slip.
4. PF Employee's Contribution - If applicable, a contribution of 12% of the basic salary will be deducted from the Gross Salary per month towards the employee PF contribution and will be deposited to the PF Account as per the statutory requirement. Please note, that the Employee PF contribution will appear on Salary slip.
5. PF Employer's Contribution - If applicable, a contribution of 12% of the basic salary or equivalent to employee contribution will be deposited to the PF Account as per statutory requirements. The PF Employer contribution is the cost incurred by the company on employee and forms a part of the CTC, and thus will not be reflected on the Salary slip.
6. Professional tax is the tax by the state governments in India. It is levied by particular municipal corporations and the majority of the Indian states impose this duty. The maximum amount payable per year is INR 2,500 and in line with the taxpayer's salary.
7. *All bonus, payments are demonstrated based on the current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modifications to bonus payments, due to change and/or amendment in law, shall not be treated as a change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavour to inform you, via separate communication, about any changes/modifications to the bonus payment.
8. Confidentiality -The letter contains all details with regards to your salary supersedes all earlier verbal communications. Please note that the contents of this letter and the compensation details are highly confidential.
9. Please note that in case of any erroneous payments being made through the salary, the same will be recovered automatically with/without prior intimation, It may be even adjusted or recovered in future, in case the immediate reversal is restricted without the consent of the account holder.
10. Submission of false, tampered or altered bills as proof for tax savings at the end of the financial year will result in disciplinary action including termination of employment. The total amount of Tax and Penalties if any levied by the taxation authorities on the company because of this misinformation shall be payable by the Employee.
11. Deductions per month from the gross salary include PF Employee Contribution, professional tax, income tax are as per statutory requirements or any other deduction if applicable.
12. As mentioned in the above note, an employee is eligible for the amount of Gratuity as retiral benefits on completion of 5 years with appropriate attendance fulfilment with [REDACTED] alone. Please note that the amount accumulated as Gratuity is payable only at the time of retirement, demise or separation from [REDACTED].
13. Only available leave balance as per the existing leave policy can be encashed upon successful completion of a calendar year.
14. You will not disclose any client information and will keep it completely confidential. If any information is disclosed or you try to contact the client outside office work or after leaving the organisation (minimum 2 years), it will be considered a serious offence and [REDACTED] has all rights to take all the legal actions against you.
15. Leave Encashment amount will be encashed at the end of year if you are liable for that.
16. Medical and Accidental benefits as per the guidelines of the Employee Insurance policy for the employee, spouse and 2 dependent children are facilitated by the company and the employees can claim their medical insurance from the Insurance Company as per their guidelines. The Company shall not be liable for any rejected claim by the Insurance company. This benefit cannot be encashed. In case both husband & wife are employed with [REDACTED], the maximum coverage as the Medical and Accidental benefits shall not exceed the cover provided to the individual employee as a family floater.
17. The salary appraisal will be as per the [REDACTED] Appraisal process on the above-mentioned component "A" in
Annexure –A.
18. If in any case employee wants to leave the organisation, he /she has to serve notice of 3 months.

Please note that the organization reserves the right to modify the policies and salary structure as mentioned in Annexure-A.

I have read and understood the terms and conditions as stated above and hereby signify my Acceptance of the same.

Name:

Signature:

Date:

ANNEXURE – B

LIST OF DOCUMENTS

We are issuing this letter on the presumption that the particulars furnished in your resume are correct. In case the said particulars are found to be incorrect or if you have concealed or withheld some of the other relevant facts, your offer with [REDACTED] shall stand terminated/cancelled without any notice. The organization has a right to conduct the necessary document and background verification of the below documents and details as submitted by you, during your employment with [REDACTED].

On the date of joining, please submit the photocopy of the below documents and carry the original documents for verification

1.	Education Mark sheets (Secondary, Senior Secondary, Graduation and P.G and certificates if any)
2.	[REDACTED] Offer Letter acceptance copy
3.	Date of birth certificate
4.	Last 3 months salary slip
5.	Resignation Acceptance (email/portal)
6.	Relieving Letter from the current employer
7.	Offer letter of the current employer
8.	Last Increment/ Appraisal letter
9.	Form 16 (Current Employer)
10.	PAN card
11.	Address & ID proof
12.	2 Passport size photograph
13.	Aadhar Card

I agree and accept to submit the above documents on the date of joining.

Name:

Signature:

Date:

Enclosures: Annexure - A

(Salary Structure) Annexure – B
(List of Documents)

Issued on the date of Joining:

Annexure - C (Terms & Conditions of Employment) – Issued on the date of joining.

Annexure - D (Non-Disclosure Agreement, Non-Compete; Non-Solicitation).