

March 27, 2019

OFFER LETTER

Dear Jayashree R,

Congratulations! We are pleased to confirm that you have been selected to work for **Ziisoft Nano Technologies**. We are delighted to make you the following job offer.

The position we are offering you is that of **Test Engineer** at a monthly salary of **Rs.27, 500/-** with a Cost To Company (CTC) of **Rs.3, 30,000/- p.a.** Your working hours will be from **10:00 AM to 7:00 PM**, Monday to Saturday.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit.

Your position is a full time employment with the Company and you will devote your entire time and attention to the activities of the Company's business. We would like you to start work on **April 01, 2019 at 10:00AM**. If this date is not acceptable, please contact me immediately.

You are requested to submit the copies of the documents as per Annexure – B before joining. Please carry all original documents for verification. This offer is subject to satisfactory reference checks and submission of all supporting documents requested for.

We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

We are confident you will be able to make a significant contribution to the success of our **Ziisoft Nano Technologies** and look forward to working with you.

For Ziisoft Nano Technologies,


Authorized Signatory

Annexure A

Name: Jayashree R

Designation: Test Engineer

S1.NO.	PAY COMPONENTS	MONTHLY	ANNUAL
1	Basic Salary	12,925.00	1,55,100.00
2	HRA	5,170.00	62,040.00
3	Dearness Allowance	1,939.00	23,268.00
4	Conveyance	1,600.00	19,200.00
5	Medical	1,250.00	15,000.00
6	Special Allowance	4,616.00	55,392.00
	Cost To Company (CTC)	27,500.00	3,30,000.00

Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to.

- Choose from a bouquet of allowances or benefits
- Redefine your salary structure within prescribed guidelines
- Optimize your earnings

Annexure- B

We request you to submit a copy of the following documents on or before the date of joining. Please discuss with us if you have any challenges in producing any of these documents.

Education

- SSLC or Equivalent.
- HSC or Equivalent.
- Graduation Certificate and marksheet copy of all semesters.
- Post Graduation certificate and marksheet copy of all semesters.

Experience

- Latest three months pay-slips (if applicable).
- Appointment Letter / Latest increment/ Revision Letter from current employer (if applicable).
- Experience Certificate/ Relieving Letter from all previous employers (if applicable).
- Latest Form 16.

Personal Details

- Photo PAN Card copy.
- Valid Indian passport.
- Permanent address proof (Driving License / Voter ID Card).
- 3 Passport Size latest photos.