



October 25, 2021,

**GEETHANJALI MARELLA**  
Hyderabad

Dear **GEETHANJALI**,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

**Position:** Trainee Software Engineer, Project Delivery, L1

**Date of Joining:** On or before end of June / 1st week of July

**Compensation:** Cost to Company Rs. 516,654/- (Rupees Five Lakh Sixteen Thousand Six Hundred and Fifty Four only)

**Notice Period:** In case of resignation / termination of services, either party will be required to give a two month notice in writing

**Place of Work:** Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing the offer letter and sending it across to us within 5 days, failing which this offer of employment is liable to be invalid. The acceptance of this offer does not create a contract of employment with the Company or guarantee employment for a specified term. The Employment Agreement will be issued to you, which will govern your relationship with the Company.

**Note:** Please find the details of the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.  
We congratulate you on your appointment and wish you a long and successful career with ACS Solutions.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Nandyala', with a long horizontal stroke extending to the right.

**Ramesh Nandyala**  
**Senior Director - Human Resources**

**Signature:**  
**Date:**

### Details of Salary

**Name:** GEETHANJALI MARELLA

**Position:** Trainee Software Engineer, Project Delivery, L1

Compensation Details (INR)			
	Particulars	Annually	Monthly
<b>A</b>	<b>Gross</b>	<b>468,780</b>	<b>39,065</b>
	Basic	234,390	19,533
	House Rent Allowance	117,195	9,766
	Special Allowance	117,195	9,766
	Statutory Bonus	--	--
<b>B</b>	<b>Variable Pay</b>	--	--
<b>C</b>	Employer Provident Fund	21,600	1,800
<b>D</b>	<b>Super Gross (A+B+C)</b>	<b>490,380</b>	<b>40,865</b>
<b>E</b>	Gratuity	11,274	940
<b>F</b>	Medical	15,000	1,250
	<b>Cost to Company (D+E+F)</b>	<b>516,654</b>	<b>43,055</b>

#### Variable Pay\*:

- Variable Pay is based on employee(s) performance and the performance of the Company.
- The review period is April through March and the performance of the employee is assessed on a yearly basis.
- The Variable pay is disbursed on an Annual basis and is subject to the employee being active on the payrolls on the day of disbursement.
- For employees joining during middle of the review period, prorated payment of the Variable pay will be done.
- The application and determination related to, the Variable Pay is on the business objectives and context. Employee will be notified in case of any amendment to the variable payout process

## Terms and Conditions

### 1. Working Hours

The organization works 5 days a week, 9 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

### 2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us regarding your Employment and the business matters of the organization.

### 3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

### 4. Educational Qualification

This offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews.

### 5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

### 6. Statutory Benefits

**Provident Fund:** Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

**Gratuity:** The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws and company policy as may be applicable from time to time.

### 7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, applicable as per statutory laws.

### 8. Health Insurance

You and your dependents will be covered as per the existing Group Insurance Policy facilitated by the organization.

### 9. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

### 10. Background Checks

Background checks (Address, Criminal and Education, Employment or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal and Education & Employment from the time the associate turned 18 till present) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

**11. Flexi Benefit Plan**

Grade Wise Maximum Limit					
New Grade	L1	L2 - L5	L6 - L7	L8-L9	L10 – L13
Telephone Reimbursement	-	18,000	30,000	30,000	60,000
Sodexo	31,200	31,200	31,200	31,200	31,200
LTA Reimbursement	-	24,000	60,000	60,000	1,20,000
Books and Periodicals	-	5,000	7,500	48,000	48,000
PDA	-	-	48,000	48,000	48,000
Education Allowance	-	1200 for 1 Child and 2400 for 2 Children	1200 for 1 Child and 2400 for 2 Children	1200 for 1 Child and 2400 for 2 Children	1200 for 1 Child and 2400 for 2 Children

- 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 with a maximum eligibility subject to your grade.
- Employees can choose from the options detailed in above table to claim tax benefit and will need to submit the supporting bills within stipulated by the Company.
- Window for opting-in Flexi benefit components will be open in April & October every year.
- Any amount not claimed as reimbursement under Flexi Benefit Plan will be paid as salary component and is taxable

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.