

May 27, 2024

Nani Babu Pallapu
nanipallapu369@gmail.com
9392590089 / 9676541438

Dear Nani Babu,

Sub: Letter of Offer

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **'Engineer – Software Engineering'** in our organization.

1. Your CTC (Cost to the Company) will be **Rs.12,50,000/-** (Rupees Twelve Lakhs and Fifty Thousand Only) per annum inclusive of all allowances. Please refer to Annexure – I for the pay structure.
2. You are requested to join on **June 3rd, 2024**.
3. A detailed appointment letter will be issued upon your joining the company and upon furnishing the documents as per the checklist provided on the following page.
4. Your base location will be Waverock Gachibowli, Hyderabad. **Please make yourself available on above said joining date, for an in-person onboarding.**
Your work location will be at the client location – Deloitte Hyderabad.

Details will be shared 2 days prior to your onboarding date by onboarding@innominds.com

HR SPOC: Saradha / Anusha

Innominds Software SEZ India Private Limited.
Building No. 2.1, 4th Floor, Waverock, Survey No.115,
TSIIC IT / ITES SEZ, Nanakramguda Village,
Serilingampally Mandal, Hyderabad – 500008

We look forward to a long-term association.

Thanking you,

For INNOMINDS SOFTWARE PVT.LTD,

Anusha Kancherla
Associate Manager – Human Resources.

Innominds Software SEZ India Pvt Ltd., Survey No.115 (Part), Waverock, Nanakramguda Village, Serilingampally Mandal, Hyderabad - 500038, www.innominds.com

Check - List

You are requested to bring the following documents in original along with a copy of each on the date of your joining.

- (a) Certificates supporting your educational qualifications along with mark sheets
- (b) Schooling certificate (SSLC/ICSE) in support of your age or Birth Certificate
- (c) 12th class / Intermediate certificate
- (d) Your latest salary slips or salary certificate
- (e) Your last 6 months Bank statement
- (f) Your offer & relieving letter from your present & previous organization
- (g) Service certificate from present & all previous employers
- (h) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
- (i) 4 colored Passport Size Photographs (with white background)
- (j) Valid Passport details
- (k) PAN card

Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.

At any time, the company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you, including any information, documents or certificates provided as proof of your qualifications and experience, or if you fail to co-operate with the company representatives, your offer will be terminated immediately.

Annexure - I.

Nani Babu Pallapu

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<u>Salary Structure</u>	<u>Per Month</u>	<u>Per Annum</u>	<u>Pay period</u>
Cost-to-Company (CTC)	1,04,167	12,50,000	
A. Monthly Earnings: -			
Basic Pay	41,667	5,00,004	Monthly
House Rent Allowance	16,667	2,00,004	Monthly
Meal Card	2,200	26,400	Monthly
Leave Travel Allowance	5,208	62,500	Monthly
Provident Fund	1,800	21,600	PF Account
Gratuity	2,003	24,036	Gratuity Account
Special Allowance	17,205	2,06,464	Monthly
Performance Linked Pay (Variable Pay): -			
Company Performance Linked Pay	5,208	62,496	Monthly
Individual Performance Linked Pay	5,208	62,496	Monthly
Total A	97,167	11,66,000	
B. Flexible Benefits Plan: -			
Telephone / Mobile / Internet Allowance	3,000	36,000	Monthly
Entertainment Allowance	3,000	36,000	Monthly
Books & Periodicals Allowance	1,000	12,000	Monthly
Total B	7,000	84,000	
Total CTC (A+B)	1,04,167	12,50,000	

I. Flexible Benefit Plan

1. Telephone / Mobile / Internet allowance to a tune of Rs.30,000 pa paid monthly
2. Entertainment allowance to the tune of Rs.30,000 pa paid monthly
3. Books & Periodicals to a tune of Rs.12,000 pa paid monthly

(Bills to be submitted to the payroll team once a year during January when they request for submission)

II. Employer Benefits

1. Group Personal Accident - Rs.15,00,000 for self
2. Group Term Life – Rs.15,00,000 for self
3. Group Mediciam - A base sum coverage of Rs.2Lakhs for the members on permanent rolls including their family members i.e., spouse and two children (family floater); will be sponsored by the Company

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Village, Serilingampally Mandal, Hyderabad - 500038, www.innominds.com**

4. Members who wish to opt for the top-up may opt as follows:

A. Voluntary top-up for Self & Family (**Cost of the top-up to be borne by you**)

Top-up options: Rs.1Lakh to Rs.10Lakh for total family (Floater)

Family Definition: Self + Spouse + 2 children

B. Voluntary Parental Insurance floater policy (**Cost to be borne by you**)

Sum Insured can be from Rs.1Lakh to Rs.10Lakh for Parents /In-laws.

III. Optional Benefits

You can enroll for a Zaggle Meal card as a tax benefit upon joining, by requesting to the payroll team.
