

17 September 2020

Mis S Sandya Rani,  
#1/105, Yarrapalle, Moogavadi, KC palle,  
Ramasamudram (M), Chittoor (D)  
Andhra Pradesh, 517247.

### **Offer cum Appointment Letter**

Dear S Sandya Rani,

*Congratulations!!*

With reference to your application and further discussions on interview, we are pleased to appoint you to the position of **Business Development Executive**. Please confirm that you will be able to join us on or before 17 September 2020.

We are happy to provide you with the benefits as mentioned below, effective from the date of joining. The total benefits would work out to **Rs. 2,52,000/-** per annum.

#### **Salary structures can be bifurcated as under:**

SALARY STURCTURE			
Earnings		Per Month (INR)	Per Annum (INR)
BASIC		7,860.00	94,320.00
HRA		3,430.00	41,160.00
MEDICAL ALLOWANCE		1,250.00	15,000.00
CONVEYANCE		1,600.00	19,200.00
SPECIAL ALLOWANCE		3,087.00	37,044.00
CCA		3,773.00	45,276.00
C.T.C		21,000.00	2,52,000.00

### **Terms and conditions of your Employment**

#### **Probation**

You will be on probation for a period of six months. Based on your performance during the probation period, the company reserves the right to reduce/ dispense with or extend the probationary period at its sole discretion or terminate your services with immediate effect, without giving any notice or assigning any reasons.

#### **Working Hours**

The regular working hours of the company are from 09:00 AM to 06:00 PM including 30 minutes for lunch break and 15 minutes for tea break. You will be required to work extra day or extra hours as and when required and informed by your senior.

#### **Increments and Benefits:**

1. Increments will be based upon your performance and you will be entitled to the same if your performance is found to be satisfactory during the year of service in terms of efficiency, regularity, punctuality and discipline. Increments can be accelerated in case of exceptionally good performance.

You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowance, benefits and perquisites which are specified in Annexure-A of this letter. Further, the company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

2. The company shall withhold any taxes or other deductions as per Government regulations.
3. Reimbursement of expenses incurred for carrying out official duties such as Travel Expenses, Transportation Charges, Entertainment Expenses, etc., shall be made, at rates applicable as per the HR policy.

### **Leave**

1. You will be entitled to leave as per Company's Policy formulated by Company from time to time.
2. All leaves should be applied for in advance unless circumstances are such that it is not possible to do so. In such cases, the concerned Reporting Authority should be intimated.
3. In case of your absence, without any information / intimation to the concerned, for more than ten (10) consecutive working days, it will be presumed that you are no longer interested in working for the company and have abandoned its services, thereby terminating your contract of service. In such case, you will not be entitled to any compensation for the loss of service.

### **Medical Fitness**

This appointment and its continuance are subject to your being and remaining medically (physically & mentally) fit. If so required, company may get this confirmed by the Medical Practitioner approved by the company.

### **Address for Communication**

Your address given in your application will be deemed to be correct for the purpose of sending any communication to you, till any change is intimated by you.

### **Employment Terms & Conditions**

1. Your initial place of work will be in **Chittoor**. The company may, in its business interest, transfer you or send on deputation to any of its offices, to any other location, department, establishment, branch of the company or subsidiary, associate or affiliate of the company, in India or abroad. In such a case, you will be governed by the terms and conditions of service applicable for the new assignment.
2. You may, during the course of your employment, be given any assignment arising out of the company's business that the company, in its subjective judgment feels is suited to your background, qualifications and/or experience. You will be required to undertake travel on company work, if required.

3. 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 (except as shareholder or debenture holder) in any other trade or business or pursue any course of study, during the employment with the company, without prior written permission from the Authorized Officer.
4. You shall not, under any circumstances either directly or indirectly, receive or except for own benefit any commission, rebate, discount, gift or profit of any nature from any individual, company or firm having business transaction with the company.
5. During the period of employment with the company, the service rules and regulations of the company and the amendments that may be brought into force from the time to time and the rules governing business conduct, ethics and secrecy shall govern you.
6. Your position is a full time or part time employment with the company and you shall devote your whole time, attention and skill to the best of your ability, exclusively to the business of the company. In view of your office, you must effectively perform to achieve desired results and you will be expected to work extra hours to achieve this whenever the job so requires.
7. You are required to conduct yourself professionally, at all times, in the office of your duty. In the event of misconduct committed by you, including Prohibition of Harassment of Women, which causes embarrassment to the company or to the employees, the company shall take disciplinary or legal action against you, which may result in subsequent dismissal from employment.

#### **Intellectual Property / Confidentiality**

1. During your employment or after separation, you will refrain from disclosing or making public, any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
2. You should not disclose the reporting structure or employee information to outside parties. Any development (content, etc.) done for the company, as part of your work becomes the property of the company.
3. You are explicitly forbidden from using content and other work developed by you for the company and sending such data through emails or copying such data using electronic media.
4. On separation from the company, you shall not join a competitor company that is involved in similar activities for a period of one year from the date of separation of your employment with the company.
5. The rights to any invention, discovery or creation of new system or method related to the company's operations and arising out of any work done during your employment would automatically vest with the company.
6. You are specifically made aware that you will not be made liable to any compensation for such acts of yours and that any rewards which the company may choose to bestow, will not be deemed to confer any rights towards the invention, discovery or improvement in system or method for you.
7. While you may choose to work for a competitor at a later date (i.e. after period of one year), you should not disclose the company activities (such as, but not limited to, the content created, the customers, the strategy it uses for screening applications, training practices, etc.) to the competitor or outside parties.