

Dear SivaKoti Pulla Chari,
Congratulations!

Date: 24/01/2024

With reference to our discussion and subsequent interviews with us, we are pleased to offer you the position of **Associate - Design and Development** in our organization.

You are requested to join us on **1st February, 2024**.

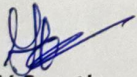
Your base location will be in **Hyderabad**.

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to having you with our team by the date mentioned above.

We are sure that you will have a bright career with our company.

Please let us know in case of any further questions.



SRV Sarath,
Hiring Manager

Your employment with the company will be subject to strict adherence to the policies and procedures of the company and your joining date will be on **01/02/2024**.

1. Your Position

You will be employed on the terms and conditions in this agreement, in the role of **Associate - Design and Development**. In addition to any duties allocated by the employer from time to time, your position will involve the duties that our manager will explain to you during your on-boarding formalities.

2. Full Time Employment

Your position is full-time employment with the Company, and you shall devote yourself exclusively to the business and interests of the company. You will not seek membership of any local or public bodies without first obtaining specific permission from the Management.

3. Probationary Period

Your full-time employment is subject to the satisfactory completion of a probationary period of 3 months. The probationary period is designed to grant the employer time to assess whether you can fulfill your role with the employer. During the probationary period, your employment may be terminated by either you or the employer upon providing necessary justification.

4. Hours of Work

As a full-time employee you will be required to devote the whole of your time and attention during the employer's ordinary business hours (9-hour shift) to the performance of your duties under this agreement. Working hours are subject to change considering the scope of work and based on deliverable timelines.

5. Salary and Benefits

Your Salary details are described below in the **Annexure**.

6. Leave Policy

You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company.

7. Company Policies

You agree that the employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

8. Confidentiality and Intellectual Property

You agree that you will not divulge any of the confidential information or trade secrets of the employer to any person, whether during or after the termination of your employment.

9. Termination

(a) During your employment, either party may terminate this agreement by providing written notice of **1 month (or payment in lieu of notice)** to the other party.

b) Notwithstanding sub-clause (a) above, the employer may terminate this agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or **you are in breach of this agreement.**

10. Legality Violation

The company maintains a zero-tolerance policy regarding unlawful conduct. As an employee, you are expected to adhere to all applicable laws and regulations during your employment. Any involvement in illegal activities, whether on or off company premises, which may affect the company's reputation, operations, or compliance with legal standards, will result in **immediate termination of your employment.**

11. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

12. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month at which you attain **58 years of age**.

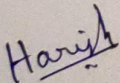
13. Return of Property

On termination of services or demand upon of the company the employee shall deliver to the company all keys, Pass card, Laptop, Identification Card, listings, any other belongings to the company. Furthermore, the employee warrants and undertakes that he/she through a third person will not make or allow to be made any copy or records made in any form of the above-mentioned materials.

14. Acceptance

Please indicate your acceptance of this Letter of Offer and the terms of your Employment contained herein by signing and returning the enclosed copy of this letter to the Employer.

With Regards,



Harish. G
Head- Digital Operations

INFOSAGE SOLUTIONS
HYDERABAD, TELANGANA

ANNEXURE

Compensation Details (All Components in INR) *

Private & Confidential

Employee Information	
Name	Sivakoti Pulla Chari
Designation	Associate - Design and Development
DOJ	01/02/2024

Salary Structure			
Earnings	Amount (Rs.)	Deductions	Amount (Rs.)
Basic	10,000/-	Professional Tax	200/-
Medical Allowance	2,300/-	-	-
Conveyance Allowance	1,700/-	-	-
Special Allowance	6,000/-	-	-
(A) Total Earnings	20,000/-	-	-
GROSS SALARY (A)		(B) Total Deduction	200/-
In words: Twenty Thousand Rupees only		NET SALARY (A-B)	19,800/-

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Sivakoti Pulla Chari**, have read and understood the above terms and conditions and hereby accept the same.

Signature: S. Pullachari

Date: _____