

Date: 17th December, 2018.

Offer & Appointment Letter

To,
Mr. Mohammed Shajahan,
1-188, Ramalayam Street, Ganguru,
Penamaluru(M), Krishna(D), Andhra Pradesh - 521139.

Dear **Shajahan,**

Pursuant to the interview you had with us and based on the representations made by you, we are pleased to offer you an employment in the position of **Associate Software** with **Genbrook Solutions Pvt. Ltd.**, on the following terms and conditions. You have to report to the organization on or before 09.30 am on **03rd January, 2019.**

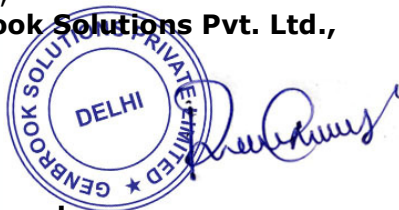
You have been offered a compensation of **Rs. 3,60,000.00/- Annum** and the details are furnished below.

The break-up of your total annual gross compensation is given below:

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	13,975.00	167,700.00
HRA	6,988.00	83,856.00
CONVEYANCE	1,600.00	19,200.00
MEDICAL	1,250.00	15,000.00
MGT. ALLOWANCE	2,833.00	33,996.00
SPECIAL ALLOWANCE	3,354.00	40,248.00
C.T.C	30,000.00	360,000.00

Genbrook Solutions Pvt. Ltd., where you can assure a challenging job environment and having a great opportunity to empower your knowledge, welcomes you.

Yours Truly,
For **Genbrook Solutions Pvt. Ltd.,**



Rakesh Chowdary
Human Resources Manager

EMPLOYMENT TERMS AND CONDITIONS

1) Discretionary Benefits

a) You may be eligible to participate in a sales commission, incentive or bonus plan applicable to your position, as operated by the company from time to time. Your eligibility to participate in any such plan and your entitlement to any compensation under such plan will be governed by applicable law, the terms of the plan and applicable company policy as established from time to time. You acknowledge any compensation payable under such plan shall be at the absolute discretion of the company, and you agree that as a condition of participating in any such plan that you will not make, and do not have, any legal claim to expect or be entitled to a payment, even if such payment was made repeatedly and without any explicit acknowledgment on each occasion as to its voluntary and/or discretionary nature. The company reserves the right, among other things, to amend, replace or withdraw at any time at its discretion, any sales commission, incentive or bonus plan in which you participate.

2) Place of Work:

You will be posted at our Delhi office. Your services are transferable to any place in India or abroad, at the company's discretion.

3) Dress Code:

You are required to dress appropriately for a business environment on all working days.

4) Reporting:

Your employment is intended to commence not later than above specified date failing which this offer of employment will automatically stand withdrawn. On the commencement Date, you are requested to report at the Delhi office address at 9AM.

5) Leave:

You will be entitled to privilege leave, sick leave and casual leave as per the company's leave policy in force from time to time.

6) Probation:

You will be on probation for a period of 6 months from the commencement Date. The probationary period can be extended further if your performance / conduct are found not satisfactory, at the company's sole discretion. You will continue to be on probation until confirmed in writing by management.

7) Declared Holidays:

There will be 10 festival holidays in a year as per the holiday list issued by the company from time to time.

8) **Abandonment:**

Any unauthorized absence from work for a continuous period of 10 days (including absence upon leave applied for but not granted), shall automatically terminate your employment without any notice obligation on the company.

9) **Full time employment:**

You shall, during your employment with the company, devote the whole of your time and attention to the company's business entrusted to you and you shall not engage yourself directly or indirectly in any business and service other than company's business and service unless with prior written permission of the company.

10) **Company Policies:**

You will be governed by the company's policies in place from time to time although such policies do not form part of your contract of employment. Any action of yours contrary to any such policy shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your employment.

11) **Reference or background checks:**

This offer of employment and any consequent employment relationship is contingent upon satisfactory reference and/or criminal records checks as well as verification of your employment and salary history. Any false information provided by you or at your request may result in immediate termination of your employment with no compensation to you.

Joining Formalities:

At the time of your joining, please bring the originals and two copies of the following documents, which are essential to complete joining formalities:

1. All academic qualifications along with mark sheets.
2. Previous and current employer appointment, relieving and experience letters (if applicable).
3. Valid passport.
4. PAN Card.
5. Four copies of your recent color Passport size photographs.

Acknowledgement: I accept employment at **Genbrook Solutions Pvt. Ltd.** subject to the terms specified in this offer letter.

Signature:

Date: