



BLUE BERRY GLOBAL

30th September 2020

To,

Thilagaraj R,  
230, Mariyamman kovil st, sivathapuram,  
Salem 636307  
PAN : BLRPT2007F

Dear Thilagaraj R,

We are pleased to offer you a position as **Product Specialist-Programmer Analyst Trainee** at Blue Berry Global. Your work location will be the **Chennai** office of the company and such other locations that the Company may from time to time designate, including any Company's client location(s), situated in India or abroad. You will report to the manager as designated by the Company from time to time.

**Compensation**

Your starting annual compensation package will be a **CTC of INR 184448 (One Lakh Eighty Four Thousand Four Hundred and Four Hundred and Forty Eight Only )** per annum which includes all taxable and non-taxable allowances, benefits etc as per company policies.

Your contract of employment with Blue Berry Global and in particular details of your compensation package, are confidential and should not be discussed with other employees of the firm. The break-up of the offered CTC is enclosed herewith.

If any employee planned for a Freelancing work, surely they can proceed after their reporting manager approval.

**Joining Bonus**

Additionally, you will be entitled to a one time guaranteed bonus of **INR 20000 (Rupees Twenty Thousand only)** payable in two equal instalments. An amount of **INR 10,000 (Rupees Ten Thousand Only )** will be paid post completion of every 6 months in the firm till you completed one year of service from your date of joining the firm. Should you voluntarily leave the firm within the first 12 months of your employment with Blue Berry Global, you will be required to pay back the entire amount of the guaranteed bonus, to the firm that had been paid to date along with GST or any other applicable taxes (in addition to the total amount otherwise payable).

**Commencement and Validity**

You are requested to join on or before **05th October 2020**. If you do not confirm your acceptance on or before **30th September 2020** and if you are unable to join on or before **10:00 AM IST on 05th October 2020**, this offer is considered withdrawn.



**BLUE BERRY GLOBAL****Detailed Breakup of compensation**

S.No	Compensation Component	Per Month (INR)	Per Annum (INR)
1	<b>Salary &amp; Allowances</b>		
1.1	Basic	4847	58164
1.2	House Rent Allowance	2489	29868
1.3	Transport Allowance	1310	15720
1.4	Medical Reimbursement	1048	12576
1.5	Supplementary Allowance	3406	40872
	<b>Total Salary &amp; Allowance</b>	<b>13100</b>	<b>157200</b>
2	<b>Other Benefits</b>		
2.1	Incentive Indication	611	7336
2.2	Project Deputation Allowance	1255	15065
2.3	Leave Encashment	405	4847
	<b>Total Other Benefits</b>	<b>2271</b>	<b>27248</b>
	<b>CTC</b>	<b>15371</b>	<b>184448</b>

\*Note: Salary components may change as per IT law or company rules. All numbers provided above are in INR (Indian Rupees)

- Employers are not mandated to pay the full variable pay mentioned in the CTC as it is linked to your performance, your team's performance, or your company's profit.
- The employee is eligible to receive full variable payment only if all the parameters are met

To confirm your acceptance of this offer, you are required to respond via email to [hr@blueberryglobal.co.in](mailto:hr@blueberryglobal.co.in) to communicate acceptance of the offer. Please note that if you do not send your acceptance to the email ID or sign the offer letter as accepted, you will not be allowed to join on the joining date specified above.





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Report at 10:00 a.m. on the joining date. Please note that it is important to be on time to complete the joining formalities.

On your joining date, please bring

- A. 1 copy of this letter duly signed and dated by you
- B. 2 self-photographs (passport sized, color photos with a white background)
- C. Originals and 2 sets of photocopies of the following mandatory documents:
  - i. Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
  - ii. Relieving letter or Service Certificate from your three most recent employers. Include your employee number with such previous employer(s).
  - iii. Proof of identity. Photocopies of any two of the following documents: passport, driving license or voter's identification card.
  - iv. Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your onboarding
  - v. Copy of PAN Card - if you do not have a PAN card then kindly apply for one immediately and carry the acknowledgement on the day of your onboarding.

Please note that all of the above documents are mandatory and you will not be allowed to join without them.

Please contact us via email to [hr@blueberryglobal.co.in](mailto:hr@blueberryglobal.co.in) for any queries regarding your employment offer.

**Terms:**

- Your designation may be changed at the discretion of the Blue Berry Global depending on the work assigned to you or the designations redefined.
- If you are absent for a continuous period of 3 days without leave or obtaining your managers approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be allowed to work remotely only if your job duties permit it and with prior approval from your manager. However, this may be allowed only after completion of 3 months in Blue Berry Global.





- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is 6 months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the company may terminate your service by giving 30 days' notice or basic salary in lieu thereof.
- Upon completion of probation, your appointment with company is liable to be terminated by company giving you not less than two months prior notice in writing. Alternatively company, may at its option, terminate your employment by giving you two months salary in lieu of the notice period.
- You may terminate your employment with Blue Berry Global by giving not less than two months prior written notice to the designated officer of Blue Berry Global.
- Your notice period will start post the acceptance of your resignation by the concerned Unit / Function Head.
- Your last working day might get extended by a week in case there is a critical project/work commitment.
- Leaves during notice period are not allowed. The last working date will get extended by the same number of days in case of any leave(s) availed during notice period.
- Blue Berry Global reserves the right to terminate your contract summarily, without any notice period or termination payment, if it has reasonable grounds to believe you are guilty of gross misconduct or gross negligence, or have committed any fundamental breach of the terms of your employment with Blue Berry Global.
- You will retire from the services of the Blue Berry Global on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Blue Berry Global or termination of your services, you are required to return all assets and property of the Blue Berry Global such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Blue Berry Global's discretion.





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- Your individual remuneration is strictly between yourself and the Blue Berry Global. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- It is your responsibility to notify the Blue Berry Global of any changes in your personal information within 7 working days. All notices shall be considered duly and properly delivered to the address on file with the Blue Berry Global.
- During your service with the Blue Berry Global, you are expected to devote your whole time and attention to the Blue Berry Global affairs and refrain from directly or indirectly engaging in any other business.
- Information pertaining to Blue Berry Global's operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Blue Berry Global and indemnify Blue Berry Global against any breach thereof.
- All employees are required to read and comply with Blue Berry Global's Data Security Policy and Sexual Harassment Policy and sign a statement to this effect. Any breach of the policies or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You will abide by all the rules and regulations of Blue Berry Global which are in force from time to time and Blue Berry Global shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- The salary for each month will be paid on or before the 7th calendar day of next month by the way of cash/cheque/RTGS only after making statutory deductions applicable like TDS.
- Your Initial work location will be Blue Berry Global, India.





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We are looking forward to having you as a member of our team. We believe Blue Berry Global's success will depend on the quality and teamwork of its people. We look forward to your favourable reply, and to a productive and enjoyable work relationship.

You are requested to sign and forward a copy of this letter as a token of acceptance of the offer.

Very truly yours,



Acceptance

I have read and understood the contents of this employment offer letter and exhibits hereto (hereinafter "Letter") and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Blue Berry Global. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_