

## **OFFER LETTER**

29<sup>th</sup> Apr 2024

To,  
**Suryadevi A**  
3/66, Idayan kovil Street, Irumbadi  
Madurai – 625205

Dear **Suryadevi,**

We are pleased to offer you employment as a **Test Engineer** in our company with reference to your application and subsequent interview with us that we appoint you on the following terms and conditions.

1. Date of Joining: **6th May 2024, Monday**
2. This offer letter is being issued to you based on the information and particulars furnished by you in your application (including your cv), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your probation.
3. Leave: You will be eligible for the leave as per the leave policy of the company.
4. Probation: You will be on probation during the initial 6 months of employment. If your services are found satisfactory during the probation period, you will be confirmed with the company.
5. Notice Period: If you are on probation, your notice period will be one month. After your services has been confirmed in the company, you will have to serve three-month notice period.
6. Termination of Service: During your employment with DBiz, a notice period of 90 days is required to terminate employment on either side. At its sole discretion, the Company may terminate your employment by paying you in lieu of 90 days' notice without assigning any reason. If, at your request, the Company agrees to Company

in lieu of the balance of the notice period. However, please note that acceptance of any such early relieving request would be entirely at the discretion of the Company. In the case of employees serving a probationary period, 30 days' notice is required to terminate the employment.

7. Salary: Your salary per annum will be **Rs 10,00,000** INR CTC.

Particulars	Monthly	Annually
<b>Gross pay</b>	<b>81,533</b>	<b>978,400</b>
Basic	32,613	391,360
DA	0	0
HRA	13,045	156,544
Conveyance	1,250	15,000
Bonus	700	8,400
Other Allowance	33,925	407,100
<b>Total Salary</b>	<b>81,533</b>	<b>978,404</b>
Employee's Contribution of PF	3,914	46,963
Professional Tax	208	2,496
<b>Total Deductions</b>	<b>4,122</b>	<b>49,459</b>
<b>Net pay</b>	<b>77,412</b>	<b>928,941</b>
Employer's contribution of PF	1,800	21,600
<b>Cost To the Company (CTC)</b>	<b>83,333</b>	<b>1,000,000</b>

\*\*Taxes and other regulatory deductions would apply as applicable

As part of our commitment to the holistic well-being of our employees and their families, you will be eligible for an additional Group Medical Insurance coverage of up to 4 Lakhs: for the Employee, Spouse and 2 children below 18 years (cost borne by company).

As an extended benefit, you also have an option to enrol your Dependent Parents or In-Laws and top up the coverage to 8 Lakhs.

\*\* Parental Insurance Cost will be deducted from employee in instalments.

We would prefer you to join us on **6th May 2024, Monday** on the joining day, we will require you to bring the following documents with certified copies. Original documents will be returned to you after verification on the same day. Certified copies will be retained for our records.

Documents required.

1. All academic certificates.
2. Relieving Letter and a recent payslip from your most recent employer.
3. Experience certificate from all your employers.
4. Passport size photographs.
5. Identification documents: Election ID, Driving Licence, Passport, PAN card, Aadhar Card.

**Suryadevi A**, we welcome you to the **DBiz AI Solutions** team and wish you a successful and rewarding career with us.

With Regards,  
For **DBiz AI Solutions Pvt. Ltd.**



**Vinu Peter Alancheril**  
**Chief of People & Culture**

I, **Suryadevi A**, acknowledge that I have read, understood, and accepted this offer and the terms and conditions contained in the letter and agree to be bound by the terms and conditions of **DBiz AI Solutions** as outlined therein.

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Signature

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Date