

Offer Letter

Date: 06 October, 2017
Doc. ID: AYS/2017/1502

Mr. Viswanadha Reddy Putha
H.No. 5-22A,
Jangam Palle,
Kamalapuram,
Kadapa-516289,
Andhra Pradesh.

SUB: Letter of Employment Offer - Software Associate

Dear Viswanadha Reddy,

On behalf of **AYANSYS SOLUTIONS PRIVATE LIMITED**, I would like to express our enthusiasm for having you as **Software Associate**. We sincerely congratulate you and believe that you have a unique opportunity to have a successful career with **AYANSYS SOLUTIONS PRIVATE LIMITED**.

You are formally requested to join the company on **23rd October, 2017**. Kindly note that your employment is governed by **AYANSYS SOLUTIONS PRIVATE LIMITED**'s terms and conditions (Annexure-1).

1. Your monthly basic compensation will be **INR. 18,625 /-** & annual compensation will be **INR. 4,47,000/-**.
2. Your aforementioned compensation is gross and inclusive of all the allowances, benefits and taxes.
3. You will undergo an induction training which will introduce you to the **AYANSYS SOLUTIONS PRIVATE LIMITED**, its process and working culture.
4. Your salary details are confidential and should not be shared except with the authorized management.
5. Any attempt of violation pertaining to the **AYANSYS SOLUTIONS PRIVATE LIMITED**'s terms and conditions will result in immediate termination of your employment.
6. Refer all the annexures before accepting the offer. In response to this communication of employment offer, you are required to confirm your acceptance by signing the duplicate copy of this letter within 3 business days.

For **AYANSYS SOLUTIONS PRIVATE LIMITED**,



Anvesh Kothapalli
HR Manager – HR Department
hrm@ayansys.com

ANNEXURE-1(TERMS & CONDITIONS)

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1. Your working hours are observed from 9:30 AM to 6: 30 PM (Monday to Friday).
2. Your duties may vary from time to time and you are liable to be transferred from one department to another department either temporarily or permanently or at any of the companies offices or our customers offices in India or abroad. In the event of a transfer, the terms and conditions applicable to your category of employees at the place of transfer unless specified in writing would govern you.
3. Flexible work attitude is expected in performing your roles and responsibilities.
4. You will obey and comply with all the reasonable orders and instructions given to you by the respective manager.
5. You shall not use or engage the confidential information of **AYANSYS SOLUTIONS PRIVATE LIMITED** for any purpose other than business of the company.
6. You will keep the company informed within 3 days of your change in address. Failing such will ensure that the communication sent to the address known shall be deemed to have been served on you.
7. You are responsible for the safe keeping and return in good condition and order of all the company's properties that are in your possession.
8. Performance review program is conducted on quarterly basis and based on which you will be provided the increments and incentives as applicable to your category.
9. Your services are subject to the rules and regulations of **AYANSYS SOLUTIONS PRIVATE LIMITED** that are currently in force or as may be introduced in future or amended from time to time.
10. You will be entitled for the leave benefits as per the company's policy.
11. Under any circumstances, you are not allowed to take up any dual employment without the confirmation in written by the **AYANSYS SOLUTIONS PRIVATE LIMITED's** management (During your employment with the company you will not work for any other firm, institution or person either whole time or part time nor in any way be associated with any firm or firms or as any persons advisor, director, partner, whether paid or not for your services).
12. Either party can terminate their employment by giving one month notice in writing.
13. Your employment is subject to the background verification wherein we require a list of documents to be submitted (Refer Annexure-3).
14. If and when information furnished by you in your application/CV regarding your credentials are found to be incorrect, you will be liable for termination without any prior notice.
15. Your services at **AYANSYS SOLUTIONS PRIVATE LIMITED** will be liable to get terminated if found attempting any breach of its terms and conditions.

ANNEXURE-2(CTC Breakup)**Doc. ID: AYS/2017/1502****CTC BREAKUP**

<i>Earnings</i>	<i>Monthly (Rs.)</i>	<i>Annually (Rs.)</i>
Basic	18,625.00	2,23,500.00
House Rent Allowance	11,175.00	1,34,100.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Other Benefits	4,600.00	55,200.00
Fixed Compensation	37,250.00	4,47,000.00
Annual Performance Incentive		0.00
Total Cost To Company(TCTC)		4,47,000.00

ANNEXURE-3(JOINING DOCUMENTS)**Doc. ID: AYS/2017/1502**

You are required to submit the below documents at the time of joining:

1. Photocopies of your academic mark sheets along with certificates.
2. Passport Size Photographs
3. Photocopy of your ID Proof/Residential Address
4. You need to submit the signed copy of this offer letter
5. Salary certificates, relieving and experience certificate your previous employer /employers.
6. Document supporting the professional certification(If Applicable)
7. Copies of your IT PAN Card, Passport, Driving License and Voters ID.
8. Tax certificate from your previous employer /employers.
9. Technical certificates if had any

Note: submission of the aforementioned documents is mandatory. The original documents can be taken for verification at any time from you.

*In the event, if you fail to join the company as mentioned aforementioned, the company has the right to cancel it.

ACKNOWLEDGEMENT:

I agree to accept this employment on the above mentioned terms and conditions with the express intent to be legally bound and will report for duty on **23rd October, 2017.**

Signature

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Date

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