



**WonderBotz India Pvt. Ltd.**

B-801 Westgate-1, 8th Floor, Near YMCA Club,  
S.G. Road, Ahmedabad, Gujarat 380015, India

## Job Offer Letter

April 8<sup>th</sup>, 2022

Anju Gunakar  
Andhra Pradesh, India  
Mobile phone: +91 9502554684

Dear Mr. Gunakar,

Welcome to **WonderBotz (Company)**. We are extremely pleased to extend you the offer of employment with us beginning May 23<sup>rd</sup>, 2022. Your base location of the employment will be currently remote working Andhra Pradesh, India. The terms of employment with the Company effective your date of joining will be included in the mutually agreed appointment letter at the time of joining.

**Employment** | Upon joining the Company, you will have the title of **Consultant – Automation Developer**. You will serve the Company in this capacity and perform duties as established by the Company.

**Duties** | As a of **Consultant – Automation Developer**, you will be responsible for the fulfillment of various projects. As a member of our organization, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. You agree to be a loyal employee of the Company and shall not, directly or indirectly, engage in any business which would affect or impede your ability to perform in accordance with this agreement. You will be responsible to facilitate the delivery of robotic process automation (RPA) projects through the mobilization, definition, development, and deployment phases. Responsibilities will include project management, resource planning, tracking milestones, coordinating meetings with client stakeholders as aligned with the delivery operating model and related duties as the Company shall designate to satisfy its objectives. During the term of this agreement, you agree to comply with the Company's policies and standards.

**Probation Period** | Upon joining the Company, you will be on a probation for three months. On completion of this probation period, the Company would review your performance. Subsequently a confirmation of your employment will made subject to a satisfactory performance from this probation period.

**Performance review** | Your performance will be reviewed periodically. Salary review is applicable annually.

**Annual CTC** | Should you accept this offer, as per the Company policy, you will be eligible to receive an annual CTC of Rs 11,00,000 from the date of joining. With an entitlement of Joining bonus of Rs.1,00,000 which you will receive once you complete your one month. Further, the joining bonus will be refundable to WonderBotz if you leave the company service for any reason whatsoever before completing one-year service. We follow a strictly confidential remuneration policy, and hence you cannot disclose or discuss your remuneration details with anyone within or outside of the Company unless approved by the Company in writing. Your fixed salary component break-up details upon joining are as below

Particulars of Earnings & Deductions	Monthly CTC
<b>Monthly Wages: (A)</b>	
Basic & DA	45,833
Education Allowance	200
<b>Monthly Total Wages: (A)</b>	<b>46,033</b>
<b>Other Earnings: B</b>	
HRA Allowance	18,333
Conveyance Allowance	4,583
Leave Travel Allowance	12,014
<b>Monthly Other Earnings: (B)</b>	<b>34,931</b>
<b>Reimbursement: C</b>	
Books & Periodicals Allowance	1,833
Fuel and Maintenance Allowance	1,833
Other Allowance	2,214
Mobile & Internet Allowance	1,222
<b>Monthly Total Reimbursement: (C)</b>	<b>7,103</b>
<b>Employer Statutory Contribution: D</b>	
Employee PF as: Fixed - INR 1800 (D1)	1,800
Employer PF as: Fixed - INR 1800 (D2)	1,800
<b>Monthly Total Employer Statutory Contribution: (D)</b>	<b>3,600</b>
<b>Monthly Gross CTC: (A) + (B) + (C) + (D)</b>	<b>91,667</b>
<b>Earned Gross: (A) + (B) + (C) + (D1)</b>	<b>89,867</b>
<b>Deductions: E</b>	
Employee PF as: Fixed - INR 1800	1,800
Professional Tax	200
<b>Monthly Total Deduction: (E)</b>	<b>2,000</b>
<b>Monthly Net Take Home: (A) + (B) + (C) + (D1) - (E)</b>	<b>87,867</b>
<b>Joining Bonus</b>	<b>50,000</b>
<b>Annualized Gross CTC: (F)</b>	<b>11,50,000</b>
<b>Other Benefits Reimbursed/Paid by Company: G</b>	
Wellness Reimbursement (G1)	15,000
Group Medical insurance (for employee, family & parents) (G2)	60,000
<b>Annualized Total CTC: (F) + (G1) + (G2)</b>	<b>12,75,000</b>

**Reports** | Your immediate supervisor will be assigned after joining the Company. You will provide the Company with any reports that are deemed necessary, including periodic summaries of your work-related activities and accomplishments.

**Working hours, attendance & reports** | You will be obligated to report for the agreed scheduled working day, to report on time and to complete all scheduled tasks in a timely manner. Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify the supervisor in advance and to utilize appropriate leaves or to lose payment for time not worked. You are responsible for maintaining work schedules in collaboration with your immediate manager and recording your hours worked. Your department head will be responsible for authorizing your hours and approving leaves. Additionally, you will provide the Company with any reports that are deemed necessary, including periodic summaries of your work-related activities and accomplishments.

**Background Verification** | You are requested to submit the following documents for the background verification (BGV):

- Identity proof in form of PAN card / Aadhar card
- Two passport size photographs
- Educational Certificate, including 10th, 12th and graduation / degree / diploma
- Last three-months' salary slip or three-months of bank statements or any other form of salary proof
- Copy of a resignation letter / relieving letter from your last employer – to be submitted once you are relieved from your last employment
- Two names of professional references (preferably your immediate supervisor)
- Copy of accreditation certificate, if you hold any related certification

This offer of employment is contingent upon completion of this background verification. If you accept this offer of employment, please sign this letter and return it to us no later than April 10<sup>th</sup>, 2022.

Sincerely,



Anika Roychowdhury  
HR Manager

---

### Acceptance of Offer of Employment

---

Employee signature

---

Date

---

Employee name

---