



16th March, 2016

**Mr. Manikanta Balabhadra
Hyderabad**

Dear Manikanta Balabhadra

Sub: Letter of Offer

CONGRATULATIONS!

With reference to the interview you had with us, we are pleased to offer you the position of **“Senior Software Engineer”**. Your initial place of posting is Hyderabad. A detailed appointment letter stating all the terms and conditions will be issued to you on the date of joining. We are pleased to offer you a compensation of **Rs.7, 00,000/-** CTC per annum (Rupees Seven Lakhs Per annum). Please refer to the enclosed annexure for details of your compensation.

We request you to kindly sign the copy of this letter as a token of your acceptance. We would appreciate your joining on or before **9th May 2016**.

Please note that your appointment is contingent upon satisfactory reference and background checks including verification of your application materials, education and employment history.

List of **mandatory documents** required at the time of joining:

1. 8 (eight) self photographs (passport sized, colour photos)
2. Academic Certificates & mark sheets. (10th to Highest Degree)
3. Offer / Appointment letter from all your previous employers. (Not applicable for freshers)
4. Relieving letter from all your previous employers. (Not applicable for freshers)
5. Last 3 months payslips.(Not applicable for freshers)
6. PAN card
7. Valid Passport
8. NSR Card.
9. UAN linked to PF (or) “PF number” of current company

In case you do not possess a PAN Card or a Valid Passport or a National Skills Registry Card, please apply for one immediately and carry the acknowledgement.

NOTE: Request you to carry all the mandatory documents (Originals & 2 sets of photo copy), to ensure that you can have a smooth On-boarding.

Thanking you,

Warm Regards,
For **DST Worldwide Services India (P) Ltd.**

**Joy Kumar Dupati
Director - HR**

I hereby accept the offer and will join on _____.

**Signature
Name:**

Date: