

Appointment Letter

Date: 03 July, 2015

Ref No.: Ref/ANS/1335

**Mr. Bajari Vadde
H.No. -1-36/3,
B C Colony,
Khyruppala (Vill&Post),
Aspari (Md),
Kurnool-500018,
Andhra Pradesh.**

Sub: APPOINTMENT AS Software Associate:

Dear **Bajari**,

1. With reference to your interview, subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization.
2. On the basis of our discussion and understanding, given your background and domain knowledge, **Amrutnand Softech Pvt. Ltd.** sees an interesting and challenging role for which you will be designated as a **Software Associate**.
3. Your services will be considered effective from your date of joining i.e. **21 July, 2015**, after you complete all pre-employment formalities.
4. You will be paid the gross annual CTC (Cost to Company) compensation of **Rs. 2,94,000/-**.
5. You may refer **ANNEXURE-A** for your salary emoluments in detail. Please make sure that all the matters pertaining to your salary are highly confidential hence it should not be disclosed or discussed with any.
6. We also take this opportunity to inform you that as per the selection process we conduct several verifications, both prior to and post your commencement of employment with us. Please note that all information provided by you will be verified. The discovery of any false information / material omission, or any inability to meet our background screening requirements will lead to this appointment being rendered null and void.
7. In the meantime, if you accept this position and the contents of this document, please countersign and return one copy of this letter, signifying your acceptance of the same on or before **17 July, 2015**.
8. Below is the list of documents you're supposed to submit at the time of joining to enable us to full fill the joining formalities.
 - Certificates supporting your educational qualifications along with marks sheets and Provisional certificates.
 - Your latest three months' salary slips from your current employer (If applicable).
 - Relieving letters and experience letters from your current and previous employers (If applicable).
 - Form-16 or Taxable Income Statement duly certified by your previous employer (Statement showing deductions & Taxable Income with break-up) (If applicable).

Amrutnand Softech Pvt. Ltd.

**Regd. Office: Plot No. 249, Level 1, Vijaya Sri Nilaya, Sy No. 325,331, Sarojinidevi Nagar, Kakateeya Hills,
Madhapur, Hyderabad - 500081. Tel: 040-48523377 www.amrutnandsoft.com**

- Five color passport photographs (White Background)
 - PAN Card copy – ID proof
 - Valid Passport copy
 - Driving license copy
9. Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions. Regular performance reviews will be conducted every six months.
10. You will be starting at the Company at the designated position as per the Appointment Letter. However you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.
11. You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company.
12. It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company.
13. A notice of one month is required during your employment with the company by either party to terminate this contract. Notice period is considered to start from the point the resignation letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may decided to terminate the employment with immediate effect.
14. It is the responsibility of the employee to keep their personal contact information up to date with company and also to notify duly any changes thereof. Additionally you will also be required to update the company of changes in your civil or marital status.
15. Normal working hours of the company are 9:30 AM to 6.30 PM Monday to Friday. Saturday and Sunday are holidays.
16. Except for emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers is must to get the facility availed.
17. Although your first posting is as per the Appointment Letter, you are liable to be posted to any department / office of the Company or its partners or customers in India or abroad as required by your job profile and needs of the business at the discretion of the **Amrutnand Softech Pvt. Ltd..**

Annexure - A

Salary & Allowances (As per below salary structure):

SALARY HEAD	MONTHLY	ANNUALLY
Basic	12,250	1,47,000
House Rent Allowance	4,900	58,800
Conveyance Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	5,300	63,600
Fixed Salary	24,500	2,94,000
Annual Performance Incentive*		00
Total Compensation		2,94,000

Best Regards,



Niroshima Panth
HR Manager
Human Resources Department
Amrutnand Softech Pvt. Ltd.

ACKNOWLEDGEMENT:

I, **Mr. Bajari Vadde** fully understand and accept the APPOINTMENT on the terms and conditions set out above.

Name & Signature : _____

Date : ____/____/2015

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