



**HRD/IT/21-22/00011115**

**Mr. ANGALAKURTHI DEVARAJULU,  
Candidate ID-E1443,  
KALLUR,  
ANDHRA PRADESH,  
PH.NO:-9553394074**

**DEC 08 ,2023**

**Dear DEVARAJULU,**

Welcome to Develop Trees!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Develop Trees would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Develop Trees, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learn ability, values and trusted relationships with our clients continue to be the corner stones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**EVP and Head Human Resources-Develop Trees**

**DEVELOPTREES**

9D.No-21-17-878,

Malleswariparadise, wardno- 42,

Anjaneya peta 3<sup>rd</sup> line

Amaravathi Road,

Guntur-522007, AP.

Contact: 08633500229

[hr@developtrees.com](mailto:hr@developtrees.com)

[www.developtrees.com](http://www.developtrees.com)

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**Dear DEVARAJULU,**

Congratulations! We are delighted to make you an offer as **Software Trainee** and your role is **Associate Trainee** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **DEC 11<sup>th</sup>,2023**.

### **Location**

Your location of training is **Guntur,Andhra Pradesh**. The location of posting ("work location) would be communicated to you upon successful completion of training.You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that worklocation.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is undercommoncontrolwiththeFirstParty.ForpurposesofthisAgreement,"control"means possessing,directly or indirectly, the power to director cause the direction of the management ,policies or operations of an entity, whether through ownership of voting securities, by contract orotherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training is 3 Months. Upon completion of training, we will Check The Performance of an employee, Where an employee does not meet the minimum qualifications of the Position we continue the training for up to 6 months. Your employment continued with the Company is subject to your meeting the qualifying criteria thee end of the training and Successful completion of the training.

### **Information and background verification :**

The commencement or continuation of your employment with the company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, The Develop Trees retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting the company's policy on background verification

### **Probation and confirmation :**

You will be on probation for a period of three months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a Permanent employee. Your confirmation is also subject to your submitting the documents required by the Company

### **Personal Particulars :**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee and an emergency contact.

### **NATURE OF WORK :**

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

### **WORKING/SHIFT HOURS :**

The normal working hours of the company are from 9:00 to 7:00 from Monday to Friday including lunch break and tea breaks. As the company works 24/5 and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employees may be modified/altered from time to time which will be communicated to you by your manager

### **SALARY PAYMENT :**

Regular employees in India are paid their monthly salary through their bank transfer on or before 10<sup>th</sup> of every month. In the Training period, the Basic salary is 15,000. When Performance will be good, we take into the project and will pay the salary mentioned in the offer letter. You are requested to note that processing of monthly payments will be subject to the submission of your Permanent Account Number (PAN) details to the company. In case you do not have PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the income tax authorities with you while coming for joining. A copy of the acknowledgment would need to be submitted by you for our records.

**Agreement:**

Our offer to you as is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Develop Trees from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

**Dual Employment:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Develop Trees. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

**Tax Deducted Source :**

As required by law you shall be responsible for taxes including filing tax returns

**Leave And Holidays :**

As an employee of the company you will be entitled to NO casual leave per month if in case you don't wise to take the casual leave of that month that leave would be lapsed and will not be carried forward to the next month. The company follows strict time schedule and late comings are discouraged and for every late coming you will be entitled for loss of pay for half day holidays would be as per the list declared by the company from time to time.

**Notice period :**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that Constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Performance Reviews :**

The company also has a yearly appraisal based on performance you may be eligible for a salary appraisal under the policy based on your individual ratings, as well as the performance of the team and the performance of a company as a whole which is achieved during the period.

### **Intellectual Property Right :**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use /utilize such improvement and you shall assign all the rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

### **RESTRAIN:**

#### **ACCESS TO INFORMATION:**

Information is available on need to know basis for specific groups. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

#### **RESTRICTION OF PERSONAL USE:**

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet services and working time of the company for personal use. You will under no circumstances carry any work from home unless specifically requested by your manager. Any usage of company information of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

### **Other terms and conditions:**

Our offer to you as a **Software Trainee** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2023-2024**. These eligibility criteria for the Role of a **Associate Trainee**, has already been clearly communicate you and your college during these lecture process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Develop Trees.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts .

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Develop Trees family and wish you a rewarding career over the years to come.

Yours sincerely,

**EVP and Head Human Resources – Develop Trees**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Location

## ANNEXURE- I

### (Compensation during the Training Period)

Particulars	Monthly	Annually
Basic Pay	15,722.95	1,88,675.40
House Rent Allowance(HRA)	6,289.18	75,470.16
Entertainment Allowance	62.89	754.70
Refreshment Allowance	1,572.30	18,867.54
Car/Vehicle Allowance	3,144.59	37,735.08
<b>Take Home Salary</b>	<b>26,791.91</b>	<b>3,21,502.88</b>
<b>Retiral/Deductions</b>		
Provident Fund(PF)	1,886.75	22,641.05
ESI		
Professional Tax	251.57	3,018.81
Health Insurance	2,515.67	30,188.06
<b>Total Deductions</b>	<b>4,653.99</b>	<b>55,847.92</b>
<b>Gross Salary</b>	<b>31,445.90</b>	<b>3,77,350.80</b>
Additional Contribution of Employer		
EPF(Employer contribution of PF)	1,886.75	22,641.05
ESI(Employer Contribution)		
<b>Total Employer Contribution</b>	<b>1,886.75</b>	<b>22,641.05</b>
<b>Total Cost to Company</b>	<b>33,332.65</b>	<b>3,99,991.85</b>