

**BLR/2018/OFE-296**

**12<sup>th</sup> March 2018**

**Ms. Pankhuri Chadha,  
Chandigarh University, Chandigarh**

Dear Pankhuri,

With reference to the discussions that we had with you, we are pleased to appoint you as **Trainee Engineer** in TEKsystems Global Services Global Services. Your place of posting will be **Bangalore**.

Your Annual Total Compensation (CTC) will be **INR 6,00,000/- Lakh**. The break-up is mentioned below in the offer letter.

Please note: Your offer with TEKsystems Global Services is subject to your successful completion of your final year graduation and securing 70% aggregate or equivalent CGPA as we communicated during the selection.

We request you to join us on **July 16<sup>th</sup> 2018**.

You would be on Probation for a period of **6 months** from the date of joining after which based on satisfactory performance, your position will be confirmed. There will be no changes to your compensation upon confirmation.

By signing this offer acceptance, you are agreeing to be on the rolls of TEKsystems Global Services for a minimum duration of **2 years** from the date of confirmation of your probation. In the unfortunate event of you wanting to separate from the company either during the probation period or before 2 years from the date of confirmation, you will be required to compensate for the induction/ training/ on-boarding costs incurred by TEKsystems Global Services which amounts to a total of **One Lakh Rupees**.

Your appointment will be governed by the terms and conditions of employment presented in appointment letter.

Your compensation is highly confidential and if the need arises, you may discuss it only with HR Manager/Finance Manager /Manager/Recruiter

**TEKsystems Global Services Pvt. Ltd.**

Regd. Office: Wing 2, Level 3, Block C, Cyber Gateway, Hi-tech City, Madhapur, Hyderabad 500 081, Telangana State, India, T : +91. 40. 3011 3333.

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At the time of joining, please submit the following documents:

1. Photocopy of your passport, Training certificates, and Mark sheets in support of your Educational qualifications
2. 4 passport size Photographs
3. Copy of pan Card
4. Tax Savings declaration form (Investment Plan) (If Any)
5. Signed TEKsystems Global Services Offer Letter copy to be submitted

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, reply to this email as your acceptance.

Yours sincerely,

**For TEKsystems Global Services (P) Ltd**



**Srivatsa Hullahalli Nagarajaiah**  
**Sr. Manager Recruiting**

I accept the offer on the terms and conditions as mentioned.

Name: **Pankhuri Chadha**

Designation: **Trainee Engineer**

Signature:

Date:

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Annexure A				
	Per Month		Per Annum	
Break Up Particulars	Option-1	Option-2	Option-1	Option-2
	PF 12% on basic	PF minimum		
Basic	20417	20417	245000	245000
House Rent Allowance	8167	8167	98000	98000
Conveyance Allowance	1600	1600	19200	19200
Food Coupons (Optional)	2200	2200	26400	26400
Medical Allowance (Optional)	1250	1250	15000	15000
Telephone Allowance (Optional)	1000	1000	12000	12000
LTA (Optional)	1701	1701	20417	20417
Provident Fund-Employer	2450	1800	29400	21600
Family Health Insurance (E+5 dependents-Optional for dependents)	963	963	11556	11556
Special Allowance	1086	1736	13027	20827
Fixed Salary (a)	<b>40,833</b>	<b>40,833</b>	<b>490000</b>	<b>490000</b>
Performance Bonus payable along with Sept & March Salaries (b)			110000	110000
<b>Total CTC (a) + (b)</b>			<b>600000</b>	<b>600000</b>

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