

GL08-FM-PD-060

**REF#GL/12/21/2019**

**23rd December 2019**

**Ganapathi Palani,**

55, NORTH CAR STREET, CHINTHAMANI, PULIYANGUDI (VIA),  
TENKASI DISTRICT 627855.

**Dear Ganapathi ,**

**Subject: Offer of Employment with GlobalLogic India Ltd.**

**Congratulations** on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Consultant ,Engineering (TT10)** at Globallogic India Limited (hereinafter "GlobalLogic" or "Company"). You will be based in and work from Bangalore. However, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **6th January 2020**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.
3. At the time of tendering resignation you shall be required to give two months notice in writing. Your services in the company shall be terminable by giving two months notice or Basic salary in lieu thereof as per discretion of the management.

Confidential/Ver 1.0

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4. This offer letter is subject to further conditions that:

- a) Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
- b) Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
- c) We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
- d) This offer is valid up to **subject to your joining GlobalLogic on or before 6th January 2020.**

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC at respective location**. You are requested to report to our office situated at **(GlobalLogic India Limited,Building 12 B, 4th Floor, Pritech Park SEZ, Survey No.51-64, RMZ Ecospace,Marathahalli - Sarjapur Outer Ring Road,Bellandur, Bengaluru 560103 at 09:00AM.**

**For GlobalLogic**

**Vidya Shetty**  
**Director – People Development**

**OFFER ACCEPTANCE & DECLARATION**

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **6th January 2020.**

Date:

Signature: \_\_\_\_\_

**(Ganapathi Palani )**

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Annexure – 1

<b>Salary Structure</b>			
<b>Name : Ganapathi Palani</b>		<b>ECODE:</b>	
<b>Designation: Consultant, Engineering</b>			
<b>Band: 2</b>		<b>Grade:</b>	<b>TE10</b>
<b>WEF: 6th January 2020</b>			
<b>Section A - Gross Fixed Salary Break Up</b>			
<b>Monthly Components (In Rs.)</b>			
Basic			72,917
House Rent Allowance			36,459
Broadband/Internet Reimbursement*			-
Petrol*			-
Driver*			-
Mobile Reimbursement*			-
Meal Vouchers**			2,200
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015 )			0
Special Allowance			32,457
<b>Total Monthly (A)</b>			<b>144,033</b>
<b>Total Monthly Annualised (B)</b>			<b>1,728,396</b>
<b>Annual Components (In Rs.)</b>			
LTA			
Provident Fund (As per the PF Act 1952)			21,600
National Pension Scheme~			-
<b>Total Annualised (C)</b>			<b>21,600</b>
<b>Total Fixed Annual Gross Salary (B + C)</b>			<b>1,749,996</b>
<b>Section B - Additional Benefits</b>			
<b>Retirals &amp; Health Benefits (Annualized Amount)</b>			
Gratuity			42,068
Mediclaime Insurance of Rs. 3 Lacs			17,226
<b>Total of Section B</b>			<b>59,294</b>
<b>Total CTC (Section A + B)</b>			<b>1,809,290</b>
<i>In addition to Mediclaime, employee will be covered under below additional benefits -</i> 1. Group Term Life Insurance worth Rs. 15 Lacs 2. Group Personal Accident Insurance worth Rs. 2.5 Lacs			
* On declaration and subject to bills. ** Against Declaration & meal coupons issued upon completion of the month. # Against bills ~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic should be rounded off to nearest 100 value *** Linked to Driver and Petrol Reimbursement			
<b>For GlobalLogic India Limited</b>			
<b>Vidya Shetty</b>			
<b>Director – People Development</b>			

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**Annexure -2**

**As part of the joining process, you are expected to get originals, for verification, of the following documents:**

**1. Personal Data:**

- a. Passport
- b. 8 Photographs (Passport size)
- c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
- d. Mark Sheets and Certificate of Class X & Class XII
- e. Graduation Certificate
- f. Post Graduation Certificate
- g. Mark sheets for all semesters during Graduation & Post Graduation
- h. Mark sheets and Certificates of Diploma(s)
- i. Mark sheets and Certificates of any training(s) attended
- j. Any other additional diplomas/certificates (Mark-sheets)
- k. AADHAR Card mandatory

**2. Previous Employment Record:**

- a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
- b. Copy of the resignation letter
- c. Salary slip/ certificate from the last employer
- d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies  
Income Tax
- e. Form 16/ TDS certificate from ex-employer