

Offer and Appointment Letter

13th Feb, 2021

Mr. Nunna Gopi,

S/o. N. Ramarao,
H. No: 1-60,
Yanga Narayanapuram,
Chennuru, Khammam,
Andhra Pradesh-507209

Dear Gopi,

We are pleased to extend an offer of employment as “**TRAINEE**” In the coming year, keep aspiring for transformation and be known for your thoughts and your work; be the catalyst that this fast-changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

Your Annual Compensation will be **INR. 1,20,000/- (Rupees One Lakh Twenty Thousand Only)** as detailed in **Annexure A**. And Your compensation will be subject to tax deduction at source as per the provisions of the Income Tax Act, 1961.

As per the terms discussed, your appraisal is decided based on your performance and it may get effect from once you complete 6 months of your employment.

Your Compensation and Benefits are outlined in a separate document “**Compensation Plan**” - **Annexure A**. It provides details on the various compensation components.

Annexure B comprises the working terms and conditions of service governing your employment with Alpinewin InfoTech, Hyderabad. These are subject to change from time to time. Please go through the Employee Hand Book and related HR Policies and Processes of the Company for further information.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure C**. Please note that the submission of all the documents is mandatory to facilitate joining, validation and appointment process at Alpinewin Infotech.

If the attached terms and conditions are acceptable to you, please sign and return to us the duplicate copy of this letter as a token of your acceptance

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business.

Gopi, Welcome to our Organization! We look forward to a mutually fruitful association.

Yours Faithfully,



Bhagya Lakshmi Kotamraju

Head - Human Resources

Annexure A

Cost To Company

Employee Code	AI053	
Name	Nunna Gopi	
Designation	TRAINEE	
Date Of Joining	25-Jan-2021	
Department	IT	
Location/Branch	Hyderabad	
Date Of Birth	15-May-1995	

Benefits (A)	Monthly	Yearly
Basic	4500	54000
HRA	1800	21600
Conveyance	1600	19200
Medical Allowance	1250	15000
Special Allowance	850	10200
Total A	10000	120000

Contributions (B)		
Contribution PF	-	-
Contribution to Gratuity (Paid by Employer)	-	-
Total B		
Total (A+B)	10000	120000



Annexure - B

1. APPOINTMENT

You will be appointed to the position of "TRAINEE" in the employment of Alpinewin Infotech Private Limited located at 5th Floor, South Ridge Building, Flat no 401, Sri Ayyappa Society, Chandanaik Nagar, Madhapur, Telangana District, Hyderabad - 500081. We understand that your employment would begin as soon as possible and you will be reporting to Bhagya Lakshmi Kotamraju

2. PROBATION

You will be on a probationary period of Three months from the date of joining. Your probation period is subject to extension at the sole discretion of the Company. On successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case the management is not satisfied with your performance. The probation period will be assumed to have been extended until you receive your confirmation in writing.

3. INCREMENTS AND PROMOTIONS

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your first performance appraisal and compensation review will take place 12 months after joining Alpinewin Infotech. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent year thereafter.

4. ANNUAL TOTAL COMPENSATION

Subject to the acceptable performance of your duties and obligations as herein specified, the Company shall during the continuance of your employment, pay you as per the attached schedule of salary & allowances.

The compensation stated herein shall be payable as per the rules and regulations of the Company.



5. LEAVE POLICY

you will be entitled to **CASUAL LEAVE OF 10 DAYS A YEAR** and **SICK LEAVE OF 5 DAYS A YEAR** as per the Company Leave Policy apart of National & Festival holidays as per the Act. Without prejudice to the aforesaid, you shall seek prior written approval of all leave, except emergency leave, at least one week in advance before the first day of the proposed leave, if the leave exceeds FOUR working days. Any absenteeism from work for more than TEN consecutive days, without prior approval or intimation, as the case may be, shall be grounds for immediate termination of this agreement by the Company. Please note the company has the right to change policies as needed.

6. TAXATION

All payments provided by the Company will be made in accordance with the taxation system prevalent within India, including without limitation, tax deduction at source. The primary liability to pay taxes on your income is yours and such liability will under no circumstances shift upon the Company as a result of the Company deducting tax at source from your salary income. Further, it will be your responsibility to file your annual tax return with the tax authorities.

7. TERMINATION OF EMPLOYMENT

Your employment may be terminated by either party:

- During the first month of employment, with 24 hours' notice;
- During probation but after the first month, with fifteen (15) days' notice;
- After successful end of probation confirmation, with ONE Month notice.

The Company reserves the right to pay or recover up to one month gross salary in lieu of notice. In the event, you serve notice of termination, the Company may relieve you from the date as the Company may deem fit even before expiration of the notice period without incurring any obligation to pay salary for the unexpired notice period

On acceptance of the notice of termination, you will return to the Company all books, computers laptops, materials, documents, drawings, data or records and assets belonging to the Company or any of its affiliates or customers and you shall not make or retain any copy thereof.



8. OUTSIDE EMPLOYMENT OR BUSINESS UNDERTAKING

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

2. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

3. In consideration of the opportunities, training and access to new techniques and know-how be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Alpinewin Infotech and in the course of your employment.

9. GOVERNING LAW & JURISDICTION

This Agreement, and the interpretation thereof, and any disagreements or disputes arising under this Agreement, shall be subject to and governed by laws of India. You agree to submit to the exclusive jurisdiction of the courts for the purposes of this Agreement.

Please confirm your acceptance of these terms and conditions of employment by signing and returning the duplicate copy of this letter to us within three days from the date hereof, failing which this Employment Contract shall lapse automatically

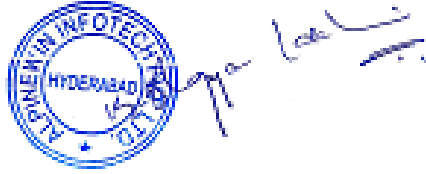
Gopi, we welcome you to Alpinewin Infotech private Limited and believe you will make a positive impact in our organization.



Plot no: 487
Flat no: 401
5th floor
South ridge building
Khanamet, chanda naik nagar.
Sri Ayyappa society, Madhapur
Hyderabad- 500081
+91 905 233 4860



For Alpinewin Infotech Private Limited



Bhagya Lakshmi Kotamraju

Head - Human Resources



contact_us@alpinewininfotech.com
www.alpinewininfotech.com



Annexure - C

Documents Needed for Joining
One Set of Photocopy of Following Documents
Copy of PAN Card
Copy of Aadhar Card / Voter ID/ Driving License
Copy of full set of offer letter, self-attested on all the pages.
Other Relevant Skill / Educational certificates
10 th , 12 th , Graduation, Post-Graduation – Educational certificates / Provisional & Mark sheets
Last 3 company's offer letter/ experience letter/ relieving letter
Passport Size color photographs – 3 copies
Latest pay slip and form-16 from the last employer - optional
Permanent and current resident address proof - any one
Previous Employment PF Account No. and UAN No if any
Joiner's family (Parent's, Spouse, Children) details including DOB - optional
Blood group of self and declared dependents - optional
Resignation / Relieving letter of last 2 employers

For Alpinewin Infotech Private Limited.



Bhagya Lakshmi Kotamraju

Head - Human Resources

Acknowledgement:

I acknowledge receipt of this letter and I hereby accept the terms and conditions mentioned therein.

_____	_____	_____
Name	Signature	Date