

July 10th, 2017.

To,

Ms. Pachipulusu Niharika,
Bangalore.

Sub: Offer cum Appointment Letter

Dear Niharika,

With reference to your application and subsequent interview, we are pleased to offer you the job for the post of **“Python Developer”** in our company. You have to join on or before **August 03rd, 2017.**

We are sure that you have had opportunities to understand in detail your job, the organization, etc. We would be glad to provide any further clarification, if any.

We are in the process of building an organization, where professionals would find full satisfaction of a challenging job and an interesting working environment. In this connection, we welcome your contributions too.

You will be paid salary as discussed with the undersigned.

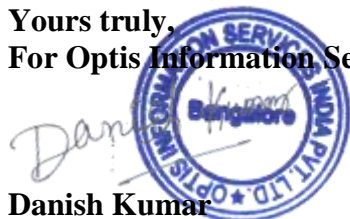
Annual CTC: **INR 2,79,996 /-**

You are requested to bring attested copies along with the original certificates/testimonials at the time of joining the following:

- Experience certificates from previous employers (If Applicable)
- Relieving letter from previous employers (If Applicable)
- Three passport size photographs
- Passport
- Study Certificates

I would like to take this opportunity to wish you a successful career with us.

Yours truly,
For Optis Information Services India Pvt Ltd.,



Danish Kumar
HR-Manager

The other terms and conditions of the offer are as follows:

1. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of joining failing which you will not be permitted to join.
2. Your initial posting will be in Bangalore. However, your services are transferable and you may be assigned to any office of Optis Information Services India Pvt Ltd., a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
3. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
4. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
5. You may be required to travel on Company work and you will be reimbursed expenses as per company policy.
6. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
7. You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is [1] year and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
8. Upon completion of probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 30 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.
9. You will retire from the services of the Company on attaining the age of superannuation [58 years].
10. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
12. You will, by default, be enrolled in Optis Information Services India Group Medical Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same for as long as you participate in the Policy.
13. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
14. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
15. Information pertaining to Optis Information Services India operations and intellectual property is confidential and you will sign a nondisclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
16. All employees are required to read and comply with Optis Information Services India Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
17. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
18. This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding.
19. We hope you're as excited as we are to play a part in that revolution. At Optis Information Services India, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Optis Information Services India on your on boarding day.

ANNEXURE 'A': COMPENSATION DETAILS (Salary Applicable benefits)

a) Remuneration

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	10642	127704
HRA	5321	63852
CONVEYANCE	1600	19200
MEDICAL	1250	15000
MGT. ALLOWANCE	1966	23592
SPECIAL ALLOWANCE	2554	30648
C.T.C	23333	279996

b) Leave

- You will be entitled to privilege, sick and casual leave as applicable to your category of employees.
-

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)