Ms Harika Maganti

OPP.Vignan Hospital

Lakksandra, Wilson Garden

Bangalore- 560030

Ref:sI/ng/11 Date:2011 05 10

Dear Harika Maganti,

**APPOINTMENT ORDER**

This has reference to your application and the subsequent interview you had with us. We are pleased to appoint you as “software Developer” in our organization w.e.f 1st May 2011 on the following terms and conditions: -

1. **Place of posting:**

You will be posted at NTTF, Corporate Office-Examcell, Bangalore. However, on account of exigencies of work, you are liable to be transferred to any of the units of the company without any additional remuneration and your salary, other allowances and other conditions of services will be as at the place of posting.

1. **Reporting:**

Functionally and administratively you shall report to the Exam cell Incharge- Corporate Office, Bangalore.

1. **Salary Structure:**

The salary Grade and Monthly Basic Salary and other allowances applicable to you will be as under:

**Employee No : 1036/Corp/88/2k11**

**Grade : 3500 – 5000**

Basic : Rs.4200.00

FDA : Rs.5265.00

House Rent Allowance (50% of Basic) : Rs.2100.00

Health Care Reimbursement : Rs.1250.00

Transport Allowance : Rs. 800.00

Educational allowance : Rs. 200.00

Uniform Maintenance Allowance : Rs. 900.00

Fixed Special Allowance : Rs.1250.00

b)Medical and Insurance Benefits:

(i) The HCR mentioned above is taxable as per the income Tax Act. However you can claim exemption by providing medical bills incurred by you or by your spouse/children/parents.

(ii) You will be covered under a personal accident insurance policy for an assured sum with medical benefits in case of hospitalization as per the rules applicable from time to time of the insurance company.

c) Further you will also be entitled to LTA Rs.4800/- per annum from the date of confirmation.

d)Additionally, you will also be entitled to other benefits like PF, Ex-gratia, and Gratuity.