

Employment Offer Letter**08th Jul 2022****Mr. Murali R**
Chennai
Tamil Nadu
India

Dear Murali,

Thank You for exploring career with us. Yethi Consulting takes great pleasure in offering you the position of **“QA Analyst”**.

This offer is based on your profile, relevant work experience and performance in the selection processes. Where we hope you will enjoy your role and make significant contribution to the success of our organization.

The main terms and conditions of your employment will be as follows -

- 1) **Remuneration** - You will receive a total compensation package of **Rs 5,75,000/- (Rs Five Lakh and Seventy-Five Thousand Only)** per annum. The breakup of the compensation and benefits applicable to you is as per annexure A of this offer letter.

The details of our offer are mentioned below:

Pay Components	Amount in INR.
Fixed Pay	5,75,000.00
Annual CTC	5,75,000.00

*Please find CTC break up in Annexure A of this letter.

- 2) **Probation** - You will be on probation for a period of six (6) months from the date of joining. Your employment will be confirmed upon successful completion of the probation period. The management may decide to extend the period of probation, confirm or terminate your employment, depending on the work performance.
- 3) **Working Hours** - Your official core minimum working hours are 09.30 am to 6.30 pm. The Company will be working Five (5) days a week; however, you will follow the Client working days, Holidays and Timing for whichever project you are deployed to. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force, for a minimum of 9 hours a day. However, based on business requirements you will have to spend additional time as and when necessary to accomplish certain task. Weekly offs will be governed as per applicable regulations & Company's policies.
- 4) **Separation of Services** – The notice period in case of separation from the Company, shall be **three (3) months** for both on **probation and confirmed employees**. In the event you fail to comply with the same you shall be liable for damages/pay liquidated damages of the notice period. Salary will be withheld for the last month of the notice period and will be settled along with Full and Final settlement. Leave cannot be taken / granted when an employee is serving the notice. On probation, your services shall be separable by giving Three months' notice or three months' pay in lieu thereof on either side at the sole discretion of Yethi Consulting Pvt Ltd.

- 5) **Leave** - You will be entitled to leave and other benefits as per the Company policy that may be in effect from time to time.
- 6) **Medical Benefits** - Basis the plan opted for, you and your family (Spouse + 2 Children) will be entitled to medical cover under an Insurance Scheme. Medical benefit details will be provided on the commencement of employment.
- 7) **Others** - This offer of employment is subject to the following-
 - a. The Company shall conduct background checks and references. These references feedbacks play a critical role during your employment process. If any declaration given or furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information in such case, you will be liable to termination from service without any notice.
 - b. It is your responsibility to notify the company of any changes in your personal Information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days to HRDOffice@yethi.in
 - c. It is your responsibility to make yourself accustomed to the processes and policies of the Company and acknowledge the same within 3 working days from the date of joining.
- 8) **Job Location** - Primarily, you are expected to join at our **Chennai** Location office. However, you may be expected to take up travel (within or outside India) as per the business requirement.
- 9) **Uninformed Absenteeism and Employee Absconding**: That any employee who without informing Yethi indulges in uninformed absenteeism or absconds without adhering or following the policy of separation of Yethi will be amenable to legal action taken against them by Yethi which shall be construed as breach of agreement of appointment by such Employee. That you will be responsible to pay compensation and damages to Yethi for such acts being uninformed absenteeism/employee absconding. That in the event the Employee fails to serve notice period or separate from the company as per its policy or contravention of any appointment letter including notice period, in such a case Yethi shall have the right to claim damages and compensation from such Employee. That Yethi shall have absolute right to penalise such employee as per laws for time being in force. That such employees shall also be amendable to act ion under section 406 & 420 of the Indian Penal Code, 1860 as well as Data Theft as per applicable facts at that point in time showcasing such Theft.

That Yethi shall also have the right in case of such employees to:

- a. Yethi shall have right to take necessary disciplinary action against the employees.
- b. Right to hold the full and final settlement of the employee absconding.
- c. Right to hold the relieving letter of the employee.
- d. Yethi shall have the option to post a rating or a negative review on Employees in the concerned consortium.
- e. Yethi shall have the option to provide a negative reference for the absconding employee stating true and correct state of affairs.
- f. Yethi shall have the right to blacklist such employee.
- g. Yethi may not provide relieving letter and experience certificate when an employee leaves without intimation.
- h. Yethi can hold the full and final settlement of the employee until the response from the employee.
- i. Yethi shall take civil and criminal action against such employees if there is failure to return any company property including Laptop, Vehicles, sim cards, mobiles.

10) **Documents required at the time of joining** - As a part of our joining formalities, you are requested to submit the **copy** of following documents on your date of joining:

- Relieving letter and experience letters from all your previous employers
- Offer and appointment letter from all your previous employers.
- Last 3 months Salary slips.
- Last 3 months bank statement where you get your salary credits.
- Address Proof (Passport/Driving License)
- PAN card and Aadhar card is must.
- All educational certificates and marksheets from SSC to highest qualification
- 3 recent passport size photographs with blue background

You are expected to join Yethi consulting on or before **25th Jul' 2022**, failing which this offer stands cancelled.

Wish you good luck and look forward to the enduring association with us.

Acceptance

Kindly confirm your acceptance of the offer with proposed date of joining on 25th Jul' 2022. This offer is valid till 09th Jul 2022 only and will lapse at the discretion of Yethi Consulting Pvt Ltd upon no response received from your end.

On the day of joining, you will be issued a Letter of Appointment with all relevant terms and conditions.

With Best regards,



G Shilpa Rao
HR Manager – Human Resource & Development
Yethi Consulting Pvt Ltd.

Annexure

Compensation Details	
Name	Murali R
Job level	IC1-B
Designation	QA Analyst

Pay Plan	Monthly	Annual
Fixed Compensation		
Basic Salary	₹ 19,167	₹ 2,30,000
HRA	₹ 7,667	₹ 92,000
Children Education Allowance	₹ 200	₹ 2,400
Telephone & Internet Allowance	₹ 1,000	₹ 12,000
Food Allowance	₹ 2,400	₹ 28,800
Gift Voucher	₹ 0	₹ 5,000
Special Allowance	₹ 14,012	₹ 1,68,142
Sub Total (A)	₹ 44,445	₹ 5,38,342
Retiral		
PF - Contribution by Employer	₹ 1,800	₹ 21,600
Gratuity	₹ 921	₹ 11,058
Sub Total (B)	₹ 2,721	₹ 32,658
Others Benefits		
Medical Insurance	₹ 333	₹ 4,000
Sub Total (C)	₹ 333	₹ 4,000
Total CTC (A+B+C)	₹ 47,500	₹ 5,75,000
Deductions		
PF - Contribution of Employee		₹ 1,800
Tax on Profession		₹ 200
<u>Components not part of take home:</u>		
PF - Contribution by Employer		₹ 1,800
Gratuity		₹ 921
Medical Insurance		₹ 333
Take home salary Per Month before Income Tax		₹ 42,445

- Performance evaluation happens on yearly basis and your eligibility for performance evaluation process is after completion of 12 months tenure with the company.
- Other benefits mentioned above are as per Company policies, which are subject to change from time to time.
- Net take home salary will be subject to statutory deductions as per prevalent Indian Laws, Central and State Government guidelines and rules.
- The gratuity amount mentioned above is only an approximation. Your eligibility and the final pay out of Gratuity will be determined in accordance with the provisions of Payment of Gratuity Act, 1972.