

**Ref. No: GDC/BAN/RMG/OFFER/2020/308**  
**28<sup>th</sup> October 2020.**

**Rajkamal Rajendran Pillai**  
**#30, 3rd Floor, 1st Main,**  
**6th Cross, UAS Layout,**  
**Sanjay Nagar, Bengaluru**  
**Pin code 560 094.**

**Dear Rajkamal,**

We are pleased to invite you to join INFOGAIN family as one of its valuable asset. We at Infogain believe in exceeding client expectations and delivering innovative business solutions that enhances their competitive advantage and sets them apart. In our journey to win, we are happy that you are one of the valuable members joining us in creating a truly global corporation.

- You will be designated as "**Architect**" with an annual compensation of **Rs. 32,00,000/-**  
(**Rs. Thirty Two Lakh Only**). Breakup of your annual compensation is as follows:
  1. Fixed Compensation – **Rs. 25,84,000/-**
  2. Variable Compensation – **Rs. 4,80,000/-**
  3. Company Performance Linked Plan – **Rs. 1,36,000/-**
- In the event of your resignation from services of the **Company** during probation period and thereafter, you will have to give 90 days' notice.

On your joining day, you are required to submit the documents for our records, as stated in **Annexure-II**. The detailed appointment letter along with salary structure would be issued to you upon your joining the organization.

Your initial place of posting will be at **#7, 18<sup>th</sup> Main Road, 7<sup>th</sup> Block, Koramangala, Bengaluru 560095**, but your services can be transferred to other offices or work locations including client sites, at the sole discretion of the Company.

- You are requested to report for your duties by **9:00 AM** sharp on or before **2<sup>nd</sup> November, 2020**.
- Kindly return the signed duplicate copy of the letter as an acceptance of the above mentioned offer.



By accepting this offer, you hereby authorize Infogain India Private Limited and/or any external agency instructed by Infogain to verify your educational, employment antecedents, conduct or other particulars and make any other back ground checks prior to or after your date of joining the Infogain India Private Limited. This offer will be cancelled and your employment with Infogain will be terminated with immediate effect (even after joining Infogain), if any of the information provided by you is found to be false or misleading in final back ground check report.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated accordingly.

As we welcome you to "Infogain", we are confident that you will strive to contribute to your potential and add value through your roles and strengthen the spirit of Infogain.

Thanking You,

Yours Sincerely,

**For Infogain India (P) Ltd.**



**Kishor Kumar G R**

**Associate Vice President**

Encl: List of documents required

**Candidate Signature**

**Date:**



### Annexure-I

<b>Name: Rajkamal Rajendran Pillai</b>	<b>Designation: "Architect"</b>	<b>Grade: "G5"</b>
<b>Heads</b>	<b>Monthly</b>	<b>Annual</b>
Basic	80,000	9,60,000
HRA	40,000	4,80,000
Personal Allowance	65,076	7,80,913
*FBP	15,967	1,91,600
<b>Monthly Gross (A)</b>	<b>2,01,043</b>	<b>24,12,513</b>
<b>Retirement &amp; Mediciclaim Benefits (B)</b>		
Company's Contribution to PF	9,600	1,15,200
Gratuity		46,176
Medical Insurance		10,111
<b>Sum of Retirement &amp; Mediciclaim Benefits (B)</b>	<b>9,600</b>	<b>1,71,487</b>
<b>Variable Pay &amp; CPLP Plan (C)</b>		
<b>Variable Pay (15% of CTC)</b>		<b>4,80,000</b>
<b>Company Performance Linked Plan (CPLP)~</b>		<b>1,36,000</b>
<b>CTC (A+B+C)</b>		<b>32,00,000</b>
<b>*Flexible Benefit Plan (Reimbursement)</b>		
Telephone	4,500	54,000
Vehicle	1,800	21,600
***Sodexo	3,000	36,000
LTA	6,667	80,000
<b>Total</b>	<b>15,967</b>	<b>1,91,600</b>
~CPLP payout is subject to company performance against target and shall be payable as per CPLP plan. For FY 2021 the payout will be prorated for the duration during the fiscal year.		
# Variable Pay compensation is linked to the company's variable compensation policy		
*** Sodexo coupons can be opted for the value of of INR 1500/INR 2500/INR 3000		

Thanking You,

Yours Sincerely,

**For Infogain India (P) Ltd.**



**Kishor Kumar G R**

**Associate Vice President**

Encl: List of documents required

**Candidate Signature**

**Date:**

## **Annexure-II**

### **List of Documents to be produced at the time of joining**

- I. **Adhaar** (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)
- II. **Universal Account Number (UAN)** (If you have a UAN generated in your past employment, please produce it. If not, please submit a declaration by mail and Infogain will generate it)
- III. **Date of Birth Certificate** (Xth certificate).
- IV. **Copies of your Academic Degree/ Certificate/ Mark sheet** (all semesters). Post Graduation documents also to be provided in case you are a PG Degree holder.
- V. **Appointment Letter and Relieving letter / experience certificate(s)** from all employers along with last two month's salary slip.
- VI. **Statement of taxable income/Provisional Form 16.**
- VII. **Copy of your passport.**
- VIII. **Copy of PAN card.**
- IX. **Current address proof** (Rent Agreement/Utility Bills/Affidavit etc).
- X. **Permanent address proof.**
- XI. **Three latest passport size photographs.**
- XII. **For Bank Account Opening (ICICI BANK):**
  - Original PAN Card and original Passport/Voter ID Card/Driving License.
  - Cheque (mandate to have name printed on it) or Bank Statement

**If you have an active salary account with ICICI BANK, please furnish the details. You may continue to use it at Infogain.**

**Note:**

- As per Infogain policy, you will be subjected to Background Verification pre/post your date of joining.  
You are advised to carry "**2 Copies**" of all the above mentioned documents on your date of joining.