

# EMPLOYMENT CONTRACT

## TechCorp Solutions Pvt. Ltd.

123 Technology Park, Bangalore, Karnataka - 560001  
CIN: U72200KA2020PTC134567

Date: August 11, 2025

## EMPLOYEE INFORMATION

Field	Details
Full Name	Kavya Reddy
Employee ID	EMP005
Department	Operations
Designation	Operations Head
Date of Joining	May 20, 2024
Work Location	Hyderabad, Telangana
PAN Number	XYZAB7890C
Reporting Manager	Mr. Rajesh Kumar

## COMPENSATION PACKAGE

The following compensation is specified on an ANNUAL basis:

Component	Amount (₹)
Basic Salary	1,200,000.00
House Rent Allowance (HRA)	600,000.00
Special Allowance	300,000.00
Medical Allowance	60,000.00
Transport Allowance	120,000.00
GROSS SALARY	2,280,000.00

## TERMS AND CONDITIONS

1. Provident Fund (PF): As per statutory requirements, 12% of basic salary will be deducted as employee contribution to PF.
2. Employee State Insurance (ESI): If applicable (gross salary  $\leq$  ₹21,000), 0.75% will be deducted as per ESI regulations.
3. Professional Tax: State professional tax will be deducted as per applicable state rules.
4. Income Tax (TDS): Tax will be deducted at source as per prevailing income tax slabs and employee's tax declarations.
5. Leave Policy: 21 days casual leave + 7 days sick leave per calendar year.
6. Notice Period: 30 days notice period for resignation.
7. Probation: 6 months probation period from date of joining.
8. Medical Insurance: Company provides medical insurance coverage as per policy.
9. Working Hours: 40 hours per week, flexible timing between 9 AM to 7 PM.
10. Annual Appraisal: Performance review and salary revision annually.

## ADDITIONAL BENEFITS

- Executive health checkup
- Company vehicle
- Club membership
- Stock options
- Variable pay component

## SIGNATURES

**Employee Signature**

**Company Representative**

---

Kavya Reddy

Date: \_\_\_\_\_

---

Mr. Amit Sharma

HR Director

Date: \_\_\_\_\_

This contract is subject to company policies and Indian labor laws.