



Date: 29-July-2022  
Ref: COF\_B\_2022\_7\_35

To,  
Kamalahasan Sura,  
1-45, Peddabbipuram (V&P), A.S. Peta (M),  
Nellore (DT), Andhra Pradesh - 524304

## SUB: OFFER LETTER

Dear Kamalahasan,

With reference to your recent application and the subsequent interview/s you had with us, we are pleased to offer you employment in our organization as **"Sr Software Engineer L2"** on the below terms and conditions discussed.

Your cost to company (CTC) will be **INR 11,00,000/- Eighteen lakh only** per annum. The detailed breakup of your CTC is as per **Annexures 'A' & 'B'**. The appointment letter stating all the terms and conditions will be issued to you on the date of joining.

### The terms and conditions of employment are:

#### 1. Validity of Offer

- As mutually agreed, you are expected to join on or before **3<sup>rd</sup> Aug, 2022**
- This offer is applicable for Permanent Work from Home (PWFH). You may be occasionally required to visit the head office located at Pune or our development center at Ahmedabad.
- As part of the Permanent Work from Home (PWFH) option, you are required to have stable electricity, internet, and home-office set-up to ensure deliverables with high productivity.
- Your employment with us will be effective from the date of your joining.
- You are expected to join us after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Clarion will not be liable for any consequences arising out of your previous employment.
- As per our recruiting process, we will carry out your background check. In case any erroneous records are found, the organization has right to withdraw or terminate the offer / employment.
- As part of our recruitment & onboarding process, you are required to sign the offer acceptance agreement as per **Annexure 'C'**

#### 2. Appraisal

You will be eligible for Annual Appraisal.

#### 3. Notice Period

You will have 60 days of Notice Period.

#### 4. Working Days & Timing:

Regular working days are Monday through Friday. Employees deputed to client site would have to adhere to direction provided by the client on working days and shifts. You may also be required by the Company to work before and after regular office hours as well as on holidays as the exigencies of work demand. The normal working hours are forty hours/week, Monday through Friday. The company follow 10.00 AM to 7.00 PM schedule for log in and log out. However, the log in & log out schedule can be flexible based the project requirement as long as you follow 9 hours of log in time. (For Sales department work timing would be from 5 PM to 2 AM).

CLARION TECHNOLOGIES PVT. LTD.

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INFO@CLARIONTECH.COM |

WWW.CLARIONTECH.COM

## 5. Holidays and Leaves:

The Company observes ten holidays per calendar year as announced at the beginning of the calendar year.

You will be entitled to twenty-four (24) days of earned leaves per financial year and one (1) day special leave (either for Birthday or Marriage Anniversary).

Employees deputed at client locations will have to follow client holidays based on locations.

## 6. Taxes

Your take home pay will be the total net compensation less the amount of your PF contribution, professional tax, other deductions like medical insurance, accidental insurance as opted for and INCOME TAX deductions based on your savings and the details of savings furnished by you.

## 7. Other Benefits

You can avail Sodexo benefits with a maximum limit of INR 3,500/- monthly which will be deducted from your gross salary. If you would like to opt for Sodexo, please connect with Admin Team once you are onboarded.

## 8. Insurance

CTC is inclusive of Medical Insurance of Employee. The same will be deducted on monthly basis. However, you can opt out of it if you already have one of your own and you wish to continue with the same.

Insurance Benefit Type	Annual Premium	Total Coverage Amount
Group Accident Policy	INR 443 /- Only	INR 15,00,000/-
Group Mediclaim Policy	INR 4923/- for self only	INR 3,00,000/-
Additionally, you can cover dependents by paying additional premium as per the table	INR 4923/- for spouse	
	INR 2020 - Per Child	
	INR 16,856 Per Parent	

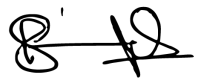
## 9. Joining Formalities:

On your joining day you are requested to connect with our HR through official skype and mail account. Your joining formalities will be taken care of remotely.

Please submit self-attested soft copies of following certificates / documents before your joining day to the recruiter:

- 6 passport size Photographs
- Original Identity Proof & Address Proof (both permanent & current) plus one copy.
- Original graduation/ highest degree/ diploma certificate plus one copy along with mark sheets.
- Original relieving letter from last 3 employers (if employed) plus one copy.
- Original last three month's pay slip plus one copy.
- Last 3 Months Banks Statement.
- Original Aadhar Card, PAN Card and passport plus one copy.
- Updated copy of resume

For any queries or explanation please contact **Indira Bala** on **7032225417** or **Indira.bala@clariontechnologies.co.in**



# Clarion Technologies Pvt. Ltd.

A SEI CMMI Level 3 Certified Company



## Compensation Details for Kamalahasan

### ANNEXURE 'A' — SALARY BREAKUP

Salary Breakup		
	Monthly	Yearly
Basic	32000	384000
HRA	12800	153600
Education Allowance	200	2400
Medical	1250	15000
Conveyance	1600	19200
Internet Allowance	1000	12000
LTA	5333	63996
Other Allowance	32105	385260
Gross	86288	1035456
PF (Employer's Share)	3840	46080
Gratuity (4.81% of basic)	1539	18468
Total CTC	91667	1,100,000

### ANNEXURE 'B' – ADDITIONAL BENEFITS (if any)

#	Benefit Type	Amount	Occurrence	Payable By
1	Joining Bonus	20000	One-Time	First Month Salary

Sincerely,

*Paul A*

Paul Jose  
Head – Talent Acquisition  
Clarion Technologies Pvt. Ltd.

I accept the terms and conditions of this offer letter and undertake to abide by the same and shall execute the abovementioned service agreements, bonds, contracts of employments as desired by the company. I also accept that no other monetary or non-monetary commitments are made, apart from the details mentioned in this letter of appointment.

**Applicant:** Sura Kamalahasan

**Date:** 02-08-2022