

Rockwell Collins (India) Enterprise Pvt. Ltd
Phase-II, 7th Floor, Block III,
DLF Commercial Developers. (SEZ)
Plot No: 129 to 132, APHB Colony,
Gachibowli, Hyderabad 5000032.
+91 40 4033 4033
CIN: U72200TG2007PTC056315
www.collinsaerospace.com



09 Aug 2023

Srikanth Kotakonda
HNO-31-3-2220, TNGO's Colony
Hanamkonda
Telangana- 506001
India

Dear **Srikanth**,

Sub: Appointment letter for the post of Post Graduate Engineer Trainee

We refer to your application for employment and the subsequent interviews you had with us. We are pleased to appoint you as Post Graduate Engineer Trainee at our facility located in Hyderabad. This appointment will take effect from the date you report to duty, which shall not be later than August 09, 2023. Your failure to report/join by the said date without obtaining prior consent shall automatically cancel this appointment.

1. Salary and Perquisites

You will receive a salary of Rs. 832301/- (Rupees Eight Lakh Thirty Two Thousand Three Hundred and One Only) per annum as per Annexure I.

Professional tax will be deducted as per work location State Rules. Income tax will be deducted as per Income tax Act 1961. Any other statutory deductions will be deducted from your salary as and when applicable.

Notwithstanding the pay scales given above, annual increments will be based upon and granted on your satisfactory and diligent discharge of duties. Annual increments may be withheld at the discretion of the management in case your work / conduct is not found up to the required standards prescribed by the company.

2. Duties and responsibilities

You will work within the framework of organizational structure, policies and directions as may be given to you by management from time to time.

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3. Terms and Conditions

1. The company holds the right to conduct the medical test for Drugs/Psychiatrist/Other health checkups with Doctor or Registered Medical Practitioner authorized by the company at any time during the course of employment on a need basis or on suspension. Your continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The decision of the doctor in this behalf shall be final and binding upon you.
2. Leave benefits are subject to the rules and regulations of the company and you will be entitled to National & Festival Holidays as per the provisions of the N&FH Act.
3. Your appointment is terminable by either the company or yourself by giving three months' notice or payment of three months' last drawn Basic Salary in lieu thereof, without assigning any reason on either side. The company can however at its discretion waive off the notice period, if you are desirous of leaving the services of the company.
4. The Management, however, reserves the right to ask you to serve during the notice period instead of accepting the salary in lieu of the notice period.
5. You will be governed and will abide by the standing orders / rules and regulations and / or any such other orders of the company which may be framed from time to time.
6. You will be governed and will abide by the company employee policy & procedure manual-India which is currently in force, and which may be altered or amended from time to time.
7. During the period of employment with the establishment, you shall not carry on any business of your own, but carry out your duty diligently, loyally and to the best of your capacity. Any breach of this condition will be viewed as per the policies and procedures of the company.
8. You should perform all the duties that are attached to your post and also any work that may be assigned by your superiors at their discretion from time to time. You should work faithfully and diligently to the best of your ability and safeguard the interest of the company. It shall be open to the management to post you in any other place where the interest of the company is involved and you should accept transfer to any place, in our organization.

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9. You will work in any shift of work including night shifts as and when required and / or notified by the management. Not attending to work in the scheduled shift hours without reasonable cause will be viewed as per the policies and procedures of the company.
10. You will be responsible for all the property of the company like, tools, equipment, instruments, raw materials, books, drawings and other similar items, directly entrusted to your care and custody or which has come into your possession by nature of or / and during the course of your work. You are responsible to maintain them in good, clean and working condition and hand them over in the same condition while you leave the service of the company or when so directed by the management.
11. You will receive all the letters, notices etc., sought to be delivered to you personally by the management from time to time. In case of refusal to receive such notices, letters or circulars, etc. a copy of the same will be sent by registered post to your last known address recorded with company and this will be deemed as sufficient service. Refusal to accept letters / notices / circulars, will also be treated as an act of misconduct and will be dealt with according to the standing orders / rules and regulations of the company.
12. You should furnish your correct residential address to the management while in employment. Any change in the address should be intimated forthwith. Even when you are on leave, you should not leave the station without intimating the management and also give the correct address at which the management can get in touch with you in case of need.
13. You will keep us informed in writing of any change of your civil status. Failure to do so will also be deemed as an act of misconduct.
14. You shall not at any time disclose to anyone any particulars, know-how, procedures, or any other organizational information whether confidential, secret or otherwise, which you may get acquainted while in employment.
15. In case you get elected to any public positions (such as MLA, MLC, MP Etc.) whether for profit or not, at the village / taluk / district, state or national level, you will resign from this job, without any conditions.
16. You shall also not actively associate with any political parties and / or actively canvas / support any person belonging to any political party seeking office in public / government bodies.

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17. You should not indulge in any act of commission or omission, which is likely to endanger the reputation of the company or affect prejudicially the interest of the company. You should on no account place yourself in a position where directly or indirectly your interest's conflict with that of the company. Your services can be terminated, without any notice or compensation and without assigning any reason for loss of confidence, or for any act including dishonesty, misappropriation of company's money, property, fraud, or any subversive act which in the opinion of the management is seriously detrimental / prejudicial to the interest/philosophy of the organization and warrants your termination forthwith.
18. During the period of your services with the company you are liable to be transferred from one place to another, one job to another, one department to another and one unit to another, now existing or to be started hereafter, wherever located in the country, as the exigencies of the work demand or for the efficient working of the enterprise. You will receive and accept any such orders of transfer without any condition. On your refusal to receive and obey such transfer orders, you will not be entitled to receive wages from the day you are supposed to work at the transferred place, and you will also be liable for disciplinary action.
19. You shall retire when you attain the age of 60 years as per the service rules of the company.
20. The company at any time due to shortage of power, non-availability of materials, breakdown of machinery or such other reasons beyond its control, may close down a section, department or a portion of work temporarily. During such temporary closure you will not receive any compensation.
21. If for a period of three consecutive days, you absent yourself without permission or overstay leave, you shall be deemed to have voluntarily retired from the services within the meaning of section 2(oo) (bb) of the Industries Disputes Act, 1947.
22. In case of your termination or resignation, you should hand over charge to any official designated in this behalf and obtain a clearance certificate and your accounts can be settled only on production of such a certificate.
23. Salary increments / promotions will be given at the discretion of the management depending upon your performance, attendance and behavior.

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4. Appointment in good faith

This letter of appointment is being issued to you on the understanding that you have furnished all the required / relevant information and that all such information furnished by you both at the time of interview as well as in your application form are complete and correct.

1. If, however, as a part of joining formalities, the Company may, at its discretion, conduct background checks to validate the details of education as well as previous employment details furnished by you. If the management comes to know you have withheld certain information or that information provided by you are false and / or not correct or incomplete, the Management reserves the right to discharge your services forthwith and without enquiry, without notice and / or without payment of any money or compensation.
2. If you agree to the above terms and conditions, you may sign the duplicate copy of this letter on each page in token of acceptance of the terms and conditions contained herein and return it to the company.

We welcome you to roles of Collins Aerospace and look forward to a mutually beneficial association. We look forward to your active participation and contribution to the growth of the organization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shankar", with a horizontal line underneath it.

Sanjukta Sarkar
Country Head – Human Resources

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COMPENSATION & BENEFITS				
(Strictly Confidential)				
NAME	Srikanth Kotakonda			
LEVEL	P1			
DESIGNATION	Post Graduate Engineer Trainee			
	COMPENSATION & BENEFITS - DETAILS		RUPEES PER ANNUM	
A	Basic Salary			332920
B	Flexible Benefits Plan & Special Allowance			443417
C	Statutory Benefits			55963
	Provident Fund (PF) - Employer Contribution		39950	
	Gratuity		16013	
D	Cost To Company (CTC)	A+B+C		832301
E	Incentive Pay Plan (Notional Value) i.e. (5.5% (A+B) *100%)			42699
F	Total Cost to Company (TCTC)	D+E		875000
NOTE				
*	Note: Flexible Benefit Plan (FBP) and Special Allowance will change based on your options selected for FBP. The FBP offers you the flexibility to design a part of your compensation within defined framework of a basket of allowance. If the employee fails to choose any of the above-mentioned components, then Flexible benefits will be taxable as per Income tax Standards.			
*	Valid Reimbursements shall be drawn as per Company rules subject to submission of receipts, any tax liability arising out of the payments/reimbursements now or in the future due to changes in income tax provision shall be borne by you.			
*	LTA Payable on monthly basis. LTA will be taxed to the extent of bills not produced during the Financial Year.			
*	You are eligible to participate in our non-encashable comprehensive benefit plans including Group Mediciam, Personal Accident Insurance and Term Life Insurance. Group Term Life Insurance – Sum assured - 3 times of annual gross salary (Basic + FBP) subject to minimum and maximum limits. Group Health Insurance – Up to INR 5 lakhs coverage for self, immediate family & dependent parents. Group Personal Accident Insurance – Sum assured of 10 times of annual gross salary (Basic + FBP).			
*	Provident Fund and Gratuity will be as per the Statutory Compliances			

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*	You are eligible to participate in the Incentive Pay Plan (IPP) with a target payout of % of your actual (Basic Salary, HRA, LTA, Medical Allowance, Special Allowance & Flexible Benefit Plan (FBP) earnings. The actual award can range from 0% to 100% of your target incentive. Your IPP payout will be based on your performance on the Job and the Company's performance on plan goals (Earning per share, sales, working capital as a percentage of sales and the achievement of key business goals). IPP targets are determined as per the governing rules of Rockwell Collins. Employees hired on or before " 31st Dec " would be eligible for Merit Increase. Employees hired on or after " Sep 30th " will not be eligible for IPP.
a)	Your Compensation & Benefits details are strictly confidential. Sharing information to others or seeking information from others is prohibited. Any violations will be viewed seriously by the Company
b)	The Cost To Company (CTC) is reflective of your Current Compensation in HRIS
c)	All the other terms & conditions of your Appointment Letter will be applicable in addition to the above
d)	Questions, if any, may be directed to the local HR team

A handwritten signature in blue ink, appearing to read "Sharkar", with a horizontal line underneath.

Sanjukta Sarkar
Country Head – Human Resources