

Steria (India) Limited  
2/G-2, SIPCOT IT Park  
Siruseri, Kelambakkam (Off Chennai)  
Tamil Nadu – 603 103, India  
T. +91 44 4740 1600  
[www.soprasteria.in](http://www.soprasteria.in)

**22 November 2017**

**Lakshmi Narasimhan Ravichandran**  
**10/3, Adhikesavan Street, Subramaniya Salai,**  
**West Saidapet, Chennai-600015,**  
**Chennai-15**

Dear Lakshmi Narasimhan,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Ltd., a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an offer of employment and the formal appointment letter will be issued to you after joining. Your appointment will be effected on your formal acceptance of the terms of appointment and upon completion of prescribed formalities.

Enclosed below are the brief terms of employment. A detailed Terms and Conditions document will be a part of your Appointment letter:

1. Your Role Title will be Senior Software Engineer, and your level will be 7B, as per the Sopra Steria Career Framework. The Role Title may be modified or withdrawn at Company's discretion.
2. Your Annual Cost to the Company will be INR 7, 00,000/ Break-up of the Annual Salary is mentioned in the attached sheet as Annexure 1.
3. Your base location is Chennai. Your initial place of work will be Chennai. The Company reserves the right to change your place of work to any location / subsidiary / associated companies in India or Europe depending upon business requirements.
4. Working hours may vary across the business depending upon the role or project you are assigned to. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours. While working on projects overseas working hours and notified holidays of the client location will apply.
5. You will be on probation for a period of six months from the date of your joining, which may be extended at the absolute discretion of the Company. You would be deemed to be on probation until you receive written communication confirming the successful completion of your probationary period. During probation period, either party (you or Company) will be entitled to terminate the employment upon giving not less than one month's notice in writing to the other party. However, in the cases of gross misconduct / unsatisfactory or non-performance, the Company reserves the right to terminate your employment immediately without giving any notice.

Sopra Steria reserves the right to change the terms and conditions of employment, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The Company reserves the right to conduct a third party background verification on the information supplied by you during your selection process and if upon verification, at the time of offer or at a later date, it is found that you have furnished wrong information your services to the Company will be liable for termination. A list of mandatory documents that you need to submit as a part of your on-boarding process is enclosed as Annexure 2.

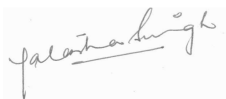
These documents are mandatory to be carried on the day of joining; Photocopy and Originals (Originals will be returned upon verification on joining date)

The validity of this offer is subject to your joining us on or before 27/Nov/2017, beyond which this offer stands withdrawn.

You are required to sign the duplicate copy of this Offer of Employment and return it to us by way of acknowledgement and acceptance of its terms.

We welcome you to the Sopra Steria family and wish you a rewarding and successful career with us.

Regards,



Authorised Signatory

Steria (India) Limited

---

### Accepted and Confirmed

Name.....

Signed..... Date.....

Contact Details.....: Emergency Contact no :.....



**Annexure – 1**

<b>Name</b>	<b>Lakshmi Narasimhan Ravichandran</b>
<b>Role Title</b>	<b>Senior Software Engineer</b>
<b>Level / Sublevel</b>	<b>7B</b>

**Details of Total Remuneration**

<b>SALARY COMPONENTS</b>		<b>AMOUNT IN INR PER ANNUM</b>	<b>MAXIMUM LIMIT (INR P.A.)</b>
<b>TOTAL FIXED PAY</b>			
Basic Pay		245,000	35% of Fixed Pay
Provident Fund (Employer's Contribution)		29,400	12% of Basic Pay
Transport Allowance		19,200	As per Company's rule
Special Allowance		283,900	Balancing figure
House Rent Allowance (HRA)		122,500	Up to 50% of Basic pay
Leave Travel Assistance (LTA)		0	INR 36,000
Medical Reimbursement		0	INR 15,000
Food Coupons		0	INR 13,200
National Pension Scheme (Employer's Contribution)		0	Up to 10% of Basic pay
<b>COST TO COMPANY</b>		<b>700,000</b>	
<b>Other Benefits (C)**</b>		<b>Company Contribution (Average Premium)</b>	<b>Coverage Amount</b>
Group Medical Insurance (Mediclaime) Policy			500,000
Group Term Life Insurance Policy		8,672	1,500,000
Group Personal Accident Policy			1,500,000
<b>Employee's contribution to PF @ 12% of Basic</b>	<b>Mandatory Deductions</b>		
<b>Employee's contribution to ESI @ 1.75% of wages</b>			
<b>Deduction towards transport</b>			
<b>Employee's contribution to mediclaim (50% of the premium for Self Only option)</b>			



**Footnotes on Asterisked Items above -**

\* The eligibility of these components is guided by the respective Company Policies for each Level except for Special Allowance.

\*\* In Addition to the above, you will also be entitled to participate in the Company's Group Personal Accident Policy (GPAP), Group Term Life Insurance Policy as per the Schemes existing in the Company for the FY2016 - 2017. The participation in Group Medical Insurance for self is mandatory and company contributes to the premium as per the policy. The premium amounts are indicative and may change annually basis the changes in policy and other market factors.

\*\*\*Actual Net take home will depend on the flexi basket the employees chooses, type of Insurance scheme that the employees might opt for, monthly reimbursements that the employees might claim for and other necessary tax deductions as per the Indian IT laws.

You will also be eligible for Gratuity as per the Payment of Gratuity Act



## Annexure – 2

### List of Mandatory Documents Required for Third Party Background Verification and Joining

<p><b>Background Verification:</b></p> <p><b>Address Proof (any one)</b></p> <ul style="list-style-type: none"> <li>Permanent Address Proof – Passport, Driving License, Voters card, Aadhar ID</li> <li>Ration Card, Bank Statement, Mobile phone / Landline bill , Electricity Bill, House lease Agreement accepted only along with Photo ID Proof (PAN Card etc)</li> <li>Hostel / Paying Guest / Residing with Friends – Attested letters or Lease agreement copies</li> </ul> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Post-graduation / Graduation Degree certificate and mark sheets for all semesters / years / final consolidated mark sheet</li> <li>Final semester mark sheet (internet version) and Provisional degree certificate may be given if highest qualification attained in last 1 year.</li> <li>Name, Address &amp; Contact details of the college through which Graduation / Post graduation attained ( Only Information Required )</li> </ul> <p><b>Employment:</b> All employments</p> <ul style="list-style-type: none"> <li>Experience certificate / Relieving Letter/ Resignation Acceptance with Employee Code</li> <li>Salary Slip / Bank statement of last 3 months of last employer / Last 3 months salary slips preferred for previous employments. Increment Letter of each employer</li> <li>Full &amp; Final Statement (If any)</li> </ul> <p><b>Criminal Verification Form</b></p> <ul style="list-style-type: none"> <li>To be filled and signed</li> <li>1 Passport size Photograph</li> </ul>	<p><b>Joining:</b></p> <p><b>Address Proof (any one)</b></p> <p>(<u>Present</u> and Permanent Address Proof (If different then provide separate proof))</p> <ul style="list-style-type: none"> <li>Permanent Address Proof – Passport, Driving License, Voters card, Aadhar ID</li> <li>Ration Card, Bank Statement, Mobile phone / Landline bill , Electricity Bill, House lease Agreement accepted only along with Photo ID Proof (PAN Card etc)</li> <li>Hostel / Paying Guest / Residing with Friends – Attested letters or Lease agreement copies</li> </ul> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Standard X and XII mark sheets and certificate</li> <li>Post-graduation / Graduation Degree certificate and mark sheets for all semesters / years / final consolidated mark sheet</li> </ul> <p><b>Employment:</b> All employments</p> <ul style="list-style-type: none"> <li>Experience certificate / Relieving Letter/ Resignation Acceptance</li> <li>Salary Slip of last 3 months / Salary Certificate / Form 16</li> </ul> <p><b>Additional Documents</b></p> <ul style="list-style-type: none"> <li>5 passport size photographs</li> <li>Photo ID Proof (e.g. PAN Card / Driving License / Voter ID Card)</li> <li>PAN Card</li> <li>Passport</li> </ul>
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Above Documents are <b>mandatory</b> to be carried on the first day of joining; <b>Photocopy and Originals</b> (Originals to be returned upon verification)</li> <li>Please carry <b>two set of photocopies</b> for document required for both Background verification as well as Joining</li> <li><b>Please have the following information handy before joining</b> <ul style="list-style-type: none"> <li>Provident and Pension Fund Account # (If any)</li> <li>UAN ID (If applicable)</li> <li>Parents / Spouse / Siblings – Date of Birth</li> </ul> </li> </ul>	

