



**22 March 2018,
Mumbai.**

To

Mr. Batthala Mallikharjuna Rao
Mutyalapadu(V), Lingasamudram(MD),
Prakasam(DT), AP-523115.

Appointment Letter

Dear **Mallikharjuna Rao,**

This has reference to the discussion you had with us for the position of **Associate Software Developer**.

We are pleased to offer you an appointment in our Organization on the following terms and conditions

- 1. Designation:** You will be designated as **Associate Software Developer**.
- 2. Compensation/ Salary:** Your compensation for the position would be **Rs. 2,49,996/-** per annum (**Rupees Two Lakh Forty Nine Thousand Nine Hundred And Ninety Six Only**). Your Salary will be revised after completion of one year.
- 3. Place of posting:** Your initial posting will be our head office in Mumbai. You will be reporting to your Project Manager or any other person designated by the company for all technical related matters and respective manager for all non-technical matters. You are required to work on Bizdev Systems projects at its facilities or at its client's side depending on project requirement and the exigencies of work
- 4. Duties and Responsibilities:** You are expected to work with a high standard of initiative, efficiency and economy. You might need to enhance your technical skills, knowledge so that you may attend to all technical work. You may have to work extra hours to achieve your task whenever necessary
- 5. Conflict on Interest:** During your service with the company, you shall not hold any office of profit or shall not undertake any business for profit directly or indirectly without the express written permission of Bizdev Systems Management
- 6. Confidentiality:**
 - a.** You are required to keep all proprietary information confidential and are required to refrain from communication or divulging any of the proprietary information to any person, firm or corporation which would be detrimental to the interest of the company during the terms of employment and for a period of three years following the termination of this agreement for any reason whatsoever



- b.** You shall not disclose or divulge any information, knowledge or any formula or method that you may acquire or learn during the Course of your employment with the company to any person, persons either during the continuance for any reason whatsoever. The company shall have a right to issue for and recover compensation in case of breach of the above condition
- 7. Probation/ Confirmation:** You will be on a period of probation for a period of six months from the date of joining, which may be extended based on your performance and organization needs. During probation your services may be terminated by the company without notice which assigning any reason whatsoever. You will be deemed confirmed only if you have been intimated in writing.
- 8. Leaves and Holiday:**
 - a.** You will be entitled 12 leaves per calendar year
 - b.** 10 holidays will be given as decided by management which will be intimated later
 - c.** You are required to take period permission from your immediate supervisor for leave
 - d.** You are required to provide Medical Certificate for 5 or more days of continuous leave without permission
- 9. Working Hours:** The office timings are from 10:00AM to 7:30PM during normal working days. However the working hours can be adjusted depending on the project needs and the employee is expected to adhere to it.
- 10. Retirement:** You will retire in the course from the services of the company on attaining the age of superannuation, that is on the day following your 58th birthday (Date of Birth as per Matriculation/ Higher secondary certificate will be deemed to be conclusive proof).
- 11. Background Checks:** Your appointment is subject to necessary reference checks of your experience and education as mentioned by you in your resume or job application. You will be terminated from the services of the organization of any particulars furnished by you are found to be false or unsatisfactory during the background checks which can be done anytime during your employment period.
- 12. Taxes:** Bizdev Systems will withhold income Tax and other statutory deductions as per the rules and regulations of the income Tax act and other Acts.



13. Separation: You are required to give two months' notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without any compensation for the unexpired period. However you are relieving will be subject to completion of your work at hand or handing over of such work to all assigned person to the satisfaction of the management. You have to appear before the interview panel for exit interview before the expiry of the notice period.

14. Joining Date: You are required to join duty on **26, March 2018**.

15. Documents to be submitted: You are required to submit the following. Please initialize all the photocopies

- a. Education:** Original and Photo Copy of all your education certificates & mark sheets from your 10th Standard to highest education qualification, (Originals will be returned after verification)
- b. Resume:** Signed hard copy of your resume
- c. Salary Proof:** Salary Certificate/ Latest 2 months Pay slips with Bank statement
- d. Experience and Relieving Letter:** If you are a lateral hire, please submit your appointment letter, experience and relieving letter from your former employer
- e. Photograph:** One passport size color photograph
- f. PAN Card:** If you possess permanent account number
- g. Form 16/16A:** Form 16/ 16A issued by your recent employer, if any income Tax has been deducted from your salary

Salary Break-up:

Name	Batthala Mallikharjuna Rao
Designation	Associate Software Developer



SALARY DETAILS	MONTHLY GROSS	ANNUAL GROSS
Basic	7513	90156
House Rent Allowance	3757	45084
Conveyance Allowance	800	9600
Medical Allowance	1250	15000
City Compensation Allowance	4132	49584
Special Allowance	3381	40572
Cost to Company	20833	249996

We take great pleasure in welcoming you to **Bizdev Systems** and sincerely hope that your employment with us will be long, pleasant and rewarding. Kindly submit the signed copy of this letter.

For Bizdev Systems Private Limited.

L. Chandra Sekhar

L Chandra Sekhar
Manager - Talent Acquisition