



Date: 23-Jan-2023

Ref. No.: RT1/EEI/2223/2245

Mr. Nagamanikanta Ayyala  
S/O Mr. Ayyala Nageswar Rao  
#5/226-H, Kurava Palli, Mudumpaadu,  
T Sundupalle Cuddapah,  
Andhra Pradesh - 516129

Dear Nagamanikanta,

Thank you for exploring career opportunities with us and it is our pleasure to welcome you to **Robosoft Technologies Pvt Ltd ("Robosoft" or "Company")**. You have successfully completed our initial selection process and we are pleased to make you an offer. We believe your skills and experience is an excellent match for our Company. You have been selected for the position of **Software Engineer in Band G1** Your employment will be effective from your date of joining, which shall be on or before **24-Jan-2023**.

Under the terms of this offer:

Your employment with **Robosoft** is deemed to be confirmed after **6 (six)** months of your joining unless you are communicated otherwise within the said period. This confirmation is subject to satisfactory performance of the services expected of you.

Your "Annual cost-to-company " will be **INR 9,00,000 (Rupees Nine Lakh Only)** Please refer Annexure-I for details on the compensation and statutory deductions.

Your work location of position will be at **Bengaluru, office situated at Robosoft Technologies Pvt. Ltd, J T Annex, Second Floor, #562/640/1,2,3Bilekahalli, Bannerghatta Road, Land mark: Above Kalyani Motors Bangalore - 560 076**, but you may be required to work in any other place as per the requirement of the Company and the Company also reserves the right to change the position for which you are being hired and/or your duties. As per company requirements you may have to work remotely from time to time as per business needs or government mandate.

You will be issued a letter of appointment with all (i) terms & conditions of the employment at the time of your joining or earlier once you have accepted the Offer and (ii) the terms and conditions set forth in the Service Rules of the Company as amended from time to time. You are required to complete the pre joining formalities as per the Company Policy before the Date of Joining.

As an employee of the Company, you will have access to certain Company confidential information and you may, during your employment, develop certain information or inventions, which will become the property of the Company, or its parent or subsidiary companies, or that of its customers or partners. You will need to sign the Company's letter of appointment as a condition of your employment on the day of joining as well as a separate Non Disclosure Agreement. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers, if any. Also, you represent that you are not subject to any restrictions that prevent you from working for the Company.

As per the laws of India an employee who has been appointed by a company on a full-time employment basis is restricted from working simultaneously with other company/s. Which means you are legally barred to take two employments at the same time. If you want to pursue any temporary or part time jobs, which are commercial or non-

**Robosoft Technologies Private Limited**

217, NH 66, Santhekatte, New Udupi - 576 105, India • Tel: 91 820 2593930 • info@robosoftin.com • www.robosoftin.com  
Corporate ID No.: U72900KA2000PTC027961

commercial in nature, prior permission from Robosoft is necessary citing the hours spent per week on the other employment and the earnings gained from the same. Act of dual employment without the written consent from Robosoft shall be treated as misconduct under the applicable policy and can result in getting debarred from employment and salaries earned during dual employment shall be recovered by Robosoft. Your employment with Robosoft is a full-time employment and you are expected to devote time exclusively to the business of Robosoft. You are not authorized to take up any other work with or without remuneration, or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with Robosoft without the prior written consent from Robosoft.

This offer of employment is subject to the following conditions:

- a. You being found medically fit pursuant to the detailed medical check up to be carried out at Company approved hospital/ clinic;
- b. The Company will be entitled to conduct background checks carried out either on own or through an external agency and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard; and
- c. All information and data furnished by you to the Company, based on which this offer of employment is made, being found true and correct.

It gives us a great pleasure to invite you to join the Robosoft family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Robosoft Technologies. Please confirm your acceptance of this offer by signing and returning one of the original offer letters before **23-Jan-2023 after which time this offer will be considered to have been withdrawn by the Company without further notice to you.**

You are expected to produce, before joining, a set of documents as mentioned in Annexure-II. Any pending documents are required to be submitted on the date of joining.

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

In case of further clarifications, please get in touch with our Human Possibilities Team (E-Mail: [hrd@robosoftin.com](mailto:hrd@robosoftin.com) , Contact No: - 0820 – 2593930, +91-9606298101).

Best Regards,



**Anitha D Aiyappa**  
**Vice President – Human Possibilities**

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I accept the Offer as outlined above

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[Signature]

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[Name]

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[Date]

### **ANNEXURE – I**

Your Compensation Package, on CTC (Cost to Company) basis, shall be IN 9,00,000 per annum, as detailed below:

Sl No.	Component	Amount in Rupees per month	Amount in Rupees per annum	Description
1	Basic Salary	22,500	2,70,000	Paid monthly
2	House Rent Allowance	9,000	1,08,000	Paid monthly
3	Conveyance Allowance	1,600	19,200	Paid monthly
4	Medical Re-imbursement	1,250	15,000	Paid monthly
5	Food & Refreshments	2,000	24,000	Paid monthly by meal coupons
6	Leave Travel Allowance	1,875	22,500	Paid monthly
7	Other Allowance	28,227	3,38,719	Paid monthly
	<b>Annual Gross Salary</b> (Total of components 1 to 7)	66,452	7,97,419	
8	Provident Fund (Employer's Contribution)	1,800	21,600	Employer's contribution paid monthly
9	Medical Insurance Premium	1,500	18,000	Paid directly by the Company
10	Gratuity	1,082	12,981	Paid directly by the Company
	<b>Total Fixed</b>	<b>70,833</b>	<b>8,50,000</b>	
11	Variable Pay I	4,167	50,000	Paid at the end of the year based on <b>Individual</b> performance
	<b>Total CTC</b>	<b>75,000</b>	<b>9,00,000</b>	

- (a) Group Medical insurance coverage: You would be eligible to be covered under the Group Medical insurance coverage of the company with a cover of 5 LAKHS applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you, that is additional Medical Insurance Premium charges of Rs 10,800 per annum (approximately). If enrolment of parents is not opted for, the applicable cover (for self only or self + spouse + up to 2 children) will be 5 LAKHS.
- (b) Personal Accident Insurance coverage: Company provides Personal Accident Insurance for employee, the coverage of this insurance is INR 2 Lakhs, the applicable premium is part of CTC.
- (c) Variable Pay: - Variable Pay (VP) amount mentioned shall be payable as per Variable Pay Policy applicable for the Financial Year.
- (d) Food Coupon: - Food Coupon provided by the Company based on voluntary declaration and is tax exempted. One can opt for INR 1000/- per month or INR 2000/- per month as part of initial declarations upon joining the Company.
- (e) Gratuity: - Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
- (f) Employee Provident Fund: - 12% of Basic Salary or INR 1800 Per Month. EPF applicable both from Employer and Employee's side contribution shall be deducted from monthly Gross salary

- (g) Employee State Insurance Act:- Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same.
- (h) This is a full-time employment requiring minimum of 45 hours per week. Your regular weekly schedule will be Monday to Friday 09:00am-06:00pm.
- (i) You will be eligible for 12 days of earned leaves and 12 days of Sick/casual leaves per annum.
- (j) You will be on Probation for the first six months of your service. We will follow a formal confirmation process at the end of six months subject to satisfactory performance of the services expected of you.
- (k) Notice of termination – Voluntary or Involuntary: We wish for a long & fulfilling career at Robosoft. However, if the situation so arises wherein either you or the employer wishes to terminate employment, a three months' notice is mandatory in case of confirmed employees. If during probation, a notice of one month is compulsory.

**Statutory deductions towards Professional Tax, Income Tax and any other taxes as applicable shall be effected from the monthly gross salary.**

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Yours sincerely,



**Anitha D Aiyappa**  
**Vice President – Human Possibilities**

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I accept the Offer as outlined above

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Date]

## **ANNEXURE – II**

List of documents to be brought on the date of joining

1) Identity & Address Proof:

- a. PAN Card
- b. Aadhaar Card
- c. Passport
- d. Voter ID card or Driving License or Ration Card

**Two sets of photo-copies of the above documents required**

2) Academic Records:

- a. Bachelor's Degree Certificate + Final Mark List
- b. 12<sup>th</sup> Standard/PUC Mark List
- c. 10<sup>th</sup> Standard Mark List
- d. PG Degree/Diploma / Any other relevant Degree Certificate + Final Mark List (if applicable)

3) Records of previous Work experience

- a. Work Experience certificate from all past employers
- b. Relieving letter from the immediate past employer
- c. Appointment Letter from the immediate past employer
- d. Pay-slips for the past 3 months

**One set of photo-copies of all the above documents in SI 2 and SI 3.**

4) 10 Passport size + 1 Stamp Size Photos

5) For reference and antecedents' verification:

Contact details of 2 senior team members (lead/managerial level or above)/ HR officials from your immediate 2 past companies (In case you have worked only in 1 company, please provide 2 contacts from the same company)

- i. Name
- ii. Designation
- iii. Email address
- iv. Mobile Phone number