

Date: 22nd April, 2014

To,
Mr. Mayank Khanna,
Bangalore.

Subject: Offer for the position of “Senior Software Engineer”

Dear Mayank,

Thank you for exploring career opportunity with **Innovative Scheduling India Pvt. Ltd.** You have successfully completed the Initial Selection process and we are pleased to make you an offer of employment beginning **23rd July, 2014**. Please note that the offer stands terminated, if you fail to join on the date mentioned above, unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

You have been selected for the position of **Senior Software engineer** at Innovative Scheduling India Pvt. Ltd in Bangalore. Annual gross compensation would be **INR 10,00,000/- (Rupees Ten Lakhs Only)**. Annual incentive would be a part of the gross pay and this will be linked to your performance in the current role and as per corporate policy.

The detailed breakup of the compensation is in **Annexure A**.

Additionally, you will be entitled for a company sponsored Medical insurance to the self and immediate dependents and accidental insurance coverage for self. Company shall be paying you **one time signing bonus equivalent to one month salary** which will be paid to you along with your first month salary. If you decide to leave the organization for any reason before one year, you may be asked to refund the signing bonus amount paid to you.

As per organization policy, the probation period applicable to you shall be three (3) months. You would be posted at Bangalore, India. However as and when required, your service will be transferable to any of the office in India or abroad.



Please confirm the acceptance of the offer within 5 days from the date of receiving the letter. Kindly sign on each page and return the duplicate copy as your acceptance.

We welcome you to Innovative Scheduling and look forward to your contribution to the growth of the organization and the self. Feel free to contact us in case any query.

Wish you all the best.

Yours Sincerely,

For Innovative Scheduling India Private Limited,



Arvind Kumar
Managing Director

Acceptance of Offer

I, Mayank Khanna accept the offer of employment for the position of Senior Software Engineer with Innovative Scheduling India Pvt. Ltd.

Acceptance Signature by the Candidate



Annexure A

Salary and Compensation structure:

Name: Mayank Khanna	
Designation: Senior Software Engineer	
Fixed Components	Salary (All figs. in INR p.a.)
Basic Salary - 50% of CTC	450,000
House Rent Allowance - 40% of Basic	180,000
Conveyance	9,600
Total Cash Salary (A)	639,600
<u>Re-Imbursements / Flexi-pay¹</u>	
Medical Reimbursement	15,000
Leave Travel Assistance	30,000
Car Usage/Petrol Re-imbursement (#)	-
Driver Salary	-
Telephone & Internet Re-imbursement	36,000
Re-Imbursements TOTAL (B)	81,000
<u>Retirals</u>	
National Pension Scheme (Employer's Contribution) - 10% of Basic	45,000
Retirals TOTAL (C)	45,000
Executive Allowance (D)	134,400
CTC - (A) + (B) + (C)+(D)	900,000
Performance bonus (@10% of TOTAL)²	100,000
GROSS CTC	1,000,000

¹ All the components of Flexi-pay mentioned are the maximum limits and are flexible/optional, and will be reimbursed upon submission of the relevant bills.

² This is an indicative amount, Actual amount may vary based on Annual performance of the company as declared by the Management

Either Conveyance Allowance or Petrol Re-imbursement, only one can be chosen, at the discretion of the employee.



Other Benefits

Gratuity: Gratuity will be contributed by the company as per the regulations.

Terms and Conditions

- Innovative Scheduling takes pride in hiring the best candidates and promises very dynamic and employee friendly work culture. Working hours would be Monday to Friday between 9:30 AM to 6:30 PM. Saturday and Sunday would be weekly off.
- On the date of joining, please bring the following documents for verification / submission.
 - Identification
 - Pass port size photograph - 3 Number
 - ID Proof (Passport / Driving License / Voters ID)
 - Pan Card
 - Academic Records:
 - 10th and 12th Mark sheets
 - Graduation / Post Graduation certificates / mark sheets
 - Other professional certificates
 - Professional Records:
 - Offer Letters of Last Employers
 - Relieving letter of Last Employers
 - Form 16 / Form 12 B
- During the probation, the notice period is 15 days from both employer and employee side. In case you plan to take a leave during the notice period, the notice period can be extended by the employer for the same number of days.
- After the satisfactory completion of probation, the notice period is 45 days from either side. In case you plan to take a leave during the notice period, the notice period can be extended by the employer for same number of days.
- We expect each employee to abide by the rules and regulations of the company and any violation would be subjected to the disciplinary action, which may lead to the termination of employment.



- Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your employment with Innovative Scheduling.
- This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
- We expect each individual to maintain good office decorum, wear professional attire and behave as per the general professional ethics and conduct.
- A separate policy document detailing the company policies including leave, annual review, confidentiality agreement and other important details would be provided for your reference and acceptance, once you come on board.

