

Date: Aug 17th, 2014

Mr. Shishir Agarwal
53-A, 3rd Floor, Saini Gali,
Bhagwan Nagar,
New Delhi – 110 014

Sub: Appointment as Technical Team Leader

Dear Shishir

This is with reference to your interview on Aug 14th, 2014. We are pleased to offer you the post of **Technical Team Leader** in our company starting from Sep 15th, 2014 with the following terms and conditions:

- (a) Your gross monthly salary is Rs.84,000, which will be Rs.100,8000 per annum. The breakup of your salary is as per **Annexure A**.
- (b) You will be based at our office in Hyderabad/Jubilee Hills, and you are requested to report on your duties on or before Sep 15th, 2014.
- (c) Your remuneration package is **strictly confidential** between you and the company and should not be discussed with any other employee of the company.
- (d) You shall take instructions from and comply with the requirements of your superiors appointed by the company from time to time. The Company shall have absolute discretion to make changes in your responsibilities based on the needs of the Company
- (e) Your services are terminable by the Company or by you by giving notice of one (1) month OR salary in lieu of one (1) month notice period from either side without having to assign any reason thereof.
- (f) The Company will hold copyright on all the artifacts generated by you during your employment with the Company. You will not have any right to republish any of the artifacts in any form directly or indirectly during your employment with the Company or after leaving the Company.
- (g) You are required to submit set of documents as mentioned in **Annexure B**, at the time of reporting for duty.

We welcome you to the Tutorials Point family and wish you a successful career with us.

For Tutorials Point (India) Pvt Ltd
Mohammad Mohtashim
(Founder & Managing Director)

I have read and understood all mentioned Terms & Conditions of
employment and I accept them



(Employee's Signature)

Enclosures:

Annexure – A: Salary Break up

Annexure – B: Documents to be submitted at the time of joining.

Annexure – A

Shishir Agarwal – Technical Team Leader

Gross Salary Detail:

Particulars	Amount Per Annum
Basic Salary	Rs 403,200
House Rent Allowance	Rs 201,600
Special Allowance	Rs 378,600
Conveyance Allowance	Rs 9,600
Medical Allowance	Rs 15,000
Total Fixed Remuneration (Yearly)	Rs 100,8000
Total Fixed Remuneration (Monthly)	Rs 84,000

Paid Vacation Detail:

- You will be entitled for a paid privilege vacation for 10 days per calendar year
- You will also be entitled for paid sick leave for 5 days per calendar year provided you are able to produce a valid medical certificate.
- You will need to plan your personal vacation well in advance to minimize the business impact.
- You may carry over your leave into the next calendar year and accumulate up-to 60 days of leave. There is no reimbursement option available for the carried over leaves.

Annexure – B

At the time of joining, you are requested to submit copies of the following documents:

- (a) Certificates supporting your educational qualification along with marks sheets.
- (b) Employment certificates from previous employers.
- (c) Service and relieving letter from previous employer.
- (d) Last salary slip or salary certificate.
- (e) Passport: First page and last page.
- (f) Two-colored passport sized photographs.
- (g) Two references from your friends and family along with address and phone numbers.

(Employee's Signature)