

January 20, 2022

Mr. Muvva Rajesh  
S/O Muvva Devendra,  
2-120, B C Colony, V Kothakota,  
Vidapanakal, Kothakota, Anantapur,  
Andhra Pradesh - 515870

**Subject: Employment Letter**

Dear **Muvva**,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level – GCM 3)** under Operations Career Track. Your total emoluments are **Rs. 9,50,000/-** per annum and are described in **Annexure A**.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexi Pay covers various allowances inclusive of Leave Travel Allowance, Telephone reimbursement and Meal allowance etc. Option to avail flexi pay will be available on our payroll vendor portal, post your first payout effective your date of joining.

You may also be assigned and /or deputed to any other subsidiary / affiliated companies / divisions / location whenever the Company may deem fit.

You will also be paid Joining Bonus of **Rs. 30,000/-** payable 30 days after the date of joining along with your pay cycle. This amount is subject to your joining on or before January 25, 2022.

Your employment shall be confirmed effective from your date of joining the company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such short notice to the other party will be at the sole discretion of the company.

For company initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end, including but not limited to neglect of duties, misconduct/misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

This offer is subject to your satisfactory completion of background verification. Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo medical examination if and when considered necessary.

You are requested to confirm the receipt and acceptance of your offer in writing, within 3 Business days from the date of issue, failing which the offer extended to you, stands cancelled. You are hereby requested to report for duties at our **Tirunelveli** Office on or before **January 25, 2022**.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you into Atos family, and look forward to a very fruitful association with you.

**Yours sincerely**

For **SYNTEL SOFTWARE LLP.**,



**Antony Kumar**  
**Deputy General Manager**

Encl: Annexure A

Terms and Conditions

I accept the offer on the stipulated terms and conditions and shall join Atos on \_\_\_\_\_

\_\_\_\_\_ Signature & Date

## ANNEXURE A – SALARY DISTRIBUTION

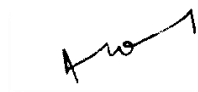
**Name** : Muvva Rajesh  
**Designation** : Associate Consultant  
**GCM Level** : GCM 3  
**Career Track** : Operations

Pay and Allowance	Rs. Per Annum
Basic Salary	3,32,500
Basket of Allowances(BOA)	5,95,900
<b>Gross Pay &amp; Allowances</b>	<b>9,28,400</b>
Provident Fund (PF)	21,600
Statutory Bonus	-
<b>Statutory &amp; Retirals Benefits</b>	<b>21,600</b>
<b>Cost to Company</b>	<b>9,50,000</b>

## Notes:

1. The salary/allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax laws
2. All payments would be as per company rules and regulations and administrative procedures/regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations
3. As per Company policy, you will be covered under a company provided Medical insurance
4. You can opt for Provident fund of 12% of basic as your contribution and company contribution towards Provident fund. This is a scheduled activity you will be communicated in advance to avail this benefit

For SYNTEL SOFTWARE LLP.,



**Antony Kumar**  
**Deputy General Manager**