Date: 04-06-2018

**Name : Vengatesh B S/O G.Balu**

**Address : No: 3/8, Chokkalingapuram, Edamalaipatti pudur, Trichy - 620 012**

Dear Vengatesh B,

With reference to your application and subsequent interview, we are pleased to appoint you as "Software Test Engineer" in our office. The terms and conditions are as follows;

1. You will be on Probation for a period of six months from the date of your joining, which may be extended for another period of six months. Your confirmation in the service of the company is not automatic. On satisfactory completion of probation, you will be absorbed in the permanent service of the company in the appropriate scale of pay and other allowances if any, and subject to the terms and the company may prescribe conditions as from time to time. Unless the company confirming you in the service of company on the expiry period of the probation issues a letter, you will not be deemed as a permanent employee of the company.
2. During the period of probation, you will be remunerated as follows:

|  |  |
| --- | --- |
| **DESCRIPTION** | **Rs. (Per Month)** |
| Basic Pay | 18,000 |
| House Rent Allowance | 9,000 |
| Medical Allowance | 1,600 |
| Conveyance Allowance | 1,600 |
| Deamess Allowance | 1,600 |
| Educational Allowance | 1,600 |
| Leave Travel Allowance | 1,600 |
| **GROSS** | **35,000** |
| Employee State Insurance | N/A |
| Provident Fund | N/A |
| Professional Tax | 200 |
| **TOTAL** | **34,800** |

1. You will have to bear your own taxation, which shall be deducted from the salary and OR other dues.
2. During probation and during the extended period thereof, if applicable, the company reserves the right to discharge you from the services of the company without prior notice and without assigning any reason thereof.
3. Your appointment is governed by the rules and regulations and discipline of the company and by such instructions and orders as may be issued to you orally and in writing by your superior officers.
4. You shall take care of papers, files and documents etc., entrusted to you in connection with the work and said documents or any other articles belonging to the company shall not be taken out of the office without prior permission of the superior concerned.
5. If and when the information furnished by you in your application regarding your qualifications, previous experience employment etc., are found to be incorrect or not true you will be liable for immediate termination of service and such further action as the company deems fit.
6. You will authorize the company and also authorize and request each former employer and persons, firm or corporation given in the application form as reference to answer any kind of question that may be sought in connection with the application or concerning you or your work, habit, characters and skills or any action in any transactions.
7. Unless authorized in writing, you shall not sign any letter / or document or commit the company in any manner whatsoever.
8. You shall not disclose any information relating to the company's affairs to others.
9. You shall not engage yourself in any outside work over and above your legitimate work in the company on duty days and on holidays and when you're on leave.
10. During the period of probation or after you have been absorbed in the permanent service of the company, you will be liable to be transferred in any Department of the company.
11. During the probation, you will not be entitled to any of the benefits such as Casual leave, such leave etc. If however, you are found satisfactory at the end of the probationary period and confirmed, you will be entitled to all these benefits.
12. You shall notify the change of your residential address if any within three days of such change.
13. You are required to do any work assigned to you for the company at the any place within Indian union.

This offer is open up to **09th July 2018** after which date the offer will stand withdrawn. You are requested to report for duty to the Software Engineer.

This letter is being sent to you in duplicate and in case the above terms and conditions are acceptable to you, please return the duplicate hereon duly signed by as a token of your acceptance thereof.

**Founder & CEO**

sign.png

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**Jayachandran**

I accept all the terms and conditions stated in this letter of appointment. I shall be reporting for duty on 02-Jul-2018

SIGNATURE