

Date: 03 June, 2019

To,
Singamreddy Padmanabha Reddy,
7-30E, Botikirla Padu,
Guravajipeta, Prakasam,
Andhra Pradesh-523108.

Employment Offer Letter

**Dear Mr. Singamreddy Padmanabha Reddy,
Congratulations!!!**

With reference to the discussions we had with you, we are pleased to offer you the position of **System Admin** in **ESM Square Technologies Pvt Ltd, Bangalore**. On the terms and conditions mutually discussed and agreed upon:

- 1) You will be reporting to the Department Head or any person nominated by him on or before **17th June, 2019**.
- 2) You will be entitled to a annual salary of **Rs.3,20,004/-** Per Annum and other benefits as applicable to your category of employees, details are given in Annexure 'A'
- 3) You will be Software Trainee. However, your services are transferable to any Department, Location, Office, Associate or Sister Concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any point of time at the sole discretion of Management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.
- 4) It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity, and discipline.
- 5) You will be on probation for a period of six months from the date of your joining. The probation period may be extended for such term as may be considered appropriate by the Management. Upon satisfactory completion of your probation, your services will be confirmed by written order with the Company.
- 6) During the probationary period and any extension thereof, your services may be terminated on either side by giving one-week (7 days) notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one-month notice or salary in lieu thereof. Upon termination of employment, you will also return all company property, which may be in your

Possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.

- 7) You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.
- 8) You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time.
- 9) You shall automatically retire from the services of the company on attaining the age of 58 years.
- 10) Your appointment is subject to your being medically sound and remaining medically fit.
- 11) If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

On the day of your joining you are required to submit the following:

- 1) Relevant copies of Academic /Professional attainments and work experience.
- 2) Documentary evidence of Date of Birth, No Due Certificate and Relieving letter & TDS certificate from last employer, details of last salary, appointment letter of current employer.
- 3) Three passport size colored Photographs.
- 4) 2 References from your current organization, which has to be completed before you're joining ESM Square Technologies Pvt Ltd.

You are requested to sign this letter, signifying your acceptance of the same, for our records.

ANNEXURE 'A' : COMPENSATION DETAILS (Salary & Applicable benefits)

Particulars	Per Month	Per Annum
Basic Salary	10667	128004
House Rent Allowance	5334	64008
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	1280	15360
CCA	6536	78432
Total	26667	320004

Your's Sincerely,
For ESM Square Technologies Pvt Ltd.



Rakshith Goud,
Manager-Human Resource.

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same

Accepted:

Name:

Signature:

Date: