

27th May, 2019**Offer cum Appointment****Chintapalli Jaya Shiva Phanindra**Appointment as **System Analyst Trainee**

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from **03rd June, 2019** under the following terms and conditions:

1. SALARY

Your salary will Commence at INR 3,60,000/- per annum.

S. NO	Details	Monthly(In Rs)	Annual(In Rs)
1	BASIC	11180	134160
2	HRA	5590	67080
3	CONVEYANCE	800	9600
4	MEDICAL ALLOWANCE	1250	15000
5	CCA	5031	60372
6	SPECIAL ALLOWWANCE	6149	73788
	Gross Salary	30000	360000

2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 3 months. An official confirmation of your appointment will be notified to you in writing.

3. PLACE OF WORK

Your initial employment location will be Bangalore. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. JOINING FORMALITIES

At the time of joining please submit the following documents:

- Original Academic Certificates (all from 10th to Highest)
- Original Resignation Letter with acknowledgement (If applicable)
- Relieving letter from previous employer (Original) (If applicable)
- Proof of compensation last drawn (3 Months - Original) (If applicable)
- Six passport size photographs (Recent)

5. WORKING HOURS

Your working hours will be 40 hours per week from Monday to Friday. At times, you may be required to work irregular hours, including Saturday and Sunday. Appropriate time off will be considered for work performed outside normal operational hours.

6. LEAVE OF ABSENCE

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Hand book. Application on prescribed form for leave must be made one week in advance.

7. BONUS

Bonus is dependent upon the Company's profitability and your performance. It is only payable at the end of one year's service and will be paid after Financial Year

8. PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT

Period of notice for termination of employment or salary in lieu shall be as follows:-

- a) First month of probation — without notice
- b) Second month till probation end — 7days
- c) After probation — 1 month

Leave cannot be utilized as resignation notice.

9. FRINGE BENEFITS

Upon satisfactory completion of the probation period, you will become our permanent employee and are entitled to the fringe benefits specified in the Employee Handbook.

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, business, whatsoever outside the business of the Company during the period of your employment.

10. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

11. RESIGNATION/TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminating the service of the employee if:-

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties;
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For **VCM Technologies Pvt Ltd**



Bhargavi.E
Manager - HR

I agree to accept the contract of employment on the terms and conditions mentioned in the above letter. I agree to abide by the same and affix my signature here to signify my acceptance.

Name

Signature