

Private & Confidential

05 March, 2019

To

Mr. Appanala Rajesh

**H.No:6-63,Kondabheemanapally,
Devarakonda,Nalgonda-508248.**

Letter of Appointment

Dear **Rajesh**,

Welcome to **Mindchipps Consulting**!

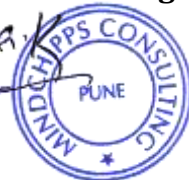
Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you as **Associate** with **Mindchipps Consulting** address: Sky Loft, Opp To Golf Course, Shastrinagar, Yerawada,Pune-411006.

1. Your annual gross salary along with the break-up of salary is as per details contained in Annexure - A.
2. Your total emoluments will be Rs. **2,79,996/-** per annum.
3. Your employment with us will be governed by the specific terms and conditions referred in Annexure - B.
You are required to join on or before **11 March, 2019** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
4. You are requested to report at **9:30 AM** to complete the joining formalities at the address mentioned above. At the time of joining, you are requested to submit the copies of the documents as per Annexure - C.
5. You will be required to execute and be bound by a Non-Disclosure Agreement and an Employment Invention Assignment Agreement given to you at the time of joining.
6. Your employment will be subject to a background check in line with Mindchipps Consulting s background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, you will liable to disciplinary action including termination of service without notice.

We welcome you to the Company and look forward to a long and mutually beneficial association.

For **Mindchipps Consulting**


Priyanka K
HR Manager



ANNEXURE – A

Breakup Sheet:

Compensation and Benefits		
Particulars	Monthly(Rs)	Anually(Rs)
Basic	8193	98316
HRA	4097	49164
Special Allowances	4506	54072
Conveyance	1600	19200
City Compensation Allowance	3687	44244
Medical Allowance	1250	15000
Gross Salary	23333	279996

ANNEXURE – B

TERMS & CONDITIONS

- A. During the term of your employment with the Company, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to the Company, or is contrary to the policies or the interests of the Company.
- B. You could be transferred to any of other offices/branches/subsidiaries/affiliates either domestic or abroad, should the need arise. You will abide by the company's rules and regulations as may be in effect from time to time with respect to your function, grade or location where you work in.
- C. We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions that will be assigned or communicated to you, by the Company.
- D. You are agreeable to work on shift / staggered duties from time to time depending on the business needs of Mindchips Consulting.
- E. During the term of your employment, should you desire to leave the services of the company, you will have to give one month notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you one month notice or salary in lieu thereof. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from the Company on account of salary, bonus or any other such payments.

- F. You shall execute a Non-Disclosure Agreement annexed to this Employment Agreement under which you will have an obligation to keep confidential the Company's proprietary information.
- G. You shall neither indulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.
- H. This also includes information already known to the public which also you will not release, use or disclose except with the prior written permission of the company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- I. In order to provide high quality customer service, you may be trained by Logic Gate Technologies in some specific areas. You have agreed to sign surety bond and other documents, protecting the interest of Mindchips Consulting, which will be provided to you in due course.

ANNEXURE- C

Please submit the following documents along with the acceptance of the offer letter:

1. Certificates of your educational qualifications along with mark sheets
 - a. 10th Certificate
 - b. 10+2 Certificate and mark sheets
 - c. Degree Certificate and mark sheets
 - d. Master's Certificate and mark sheets (if applicable)
 - e. Any other Certificates with supporting documents (if applicable)
2. Your relieving letter from your current, previous organization (s) (if applicable)
3. Valid passport
4. PAN Card
5. Four copies of your recent color passport size photographs

This is to certify that I have read this Agreement and all Annexure and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Name :

Date :

Signature :

Place: