

Appointment Letter

03 January, 2014
Ref ID: QVIT-3419

Mr. Sunil Kumar Sooda
H.No. 9-12/2,
Vijaya Nagar Colony,
Chandragiri,
Chittoor-517101,
Andhra Pradesh.

Sub: Appointment as Software Associate

Dear **Sunil Kumar**,

Congratulations! We are pleased to confirm that you have been selected to work for **Quantum Value IT Services Pvt. Ltd.** We are delighted to make you the following job offer. The position we are offering is that of **Software Associate** at a salary of **Rs. 2,34,000/-** per annum. This is a permanent and full time position.

We would expect you to join as early as possible on **20 January, 2014** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

Reporting Details:

You are requested to report on **17 January, 2014** at our office as per the address given below at 9:30 A.M to complete the joining formalities.

Address:

Ground Floor, SY NO 203, Part Plot No 87, Financial Dist, Gachibowli, Hyderabad - 500032.

On the date of your joining, you may please bring along the following:

- a. Proof of age
- b. Copies of educational and experience certificates
- c. Relieving certificate from the previous employer, if any
- d. Appointment letter of the previous employer and salary revision letters, if any
- e. Last pay slip received from the previous employer, if any
- f. Form 16 (TDS Certificate), if any
- g. 3 Passport Size Photographs

*Your appointment will be subject to the verification of above references.

TERMS & CONDITIONS

1. Ordinary Hours of Work:

You will be required to work from Monday to Friday (9:30 A.M to 6:30 P.M) plus any reasonable additional hours that are necessary to fulfill your duties or as otherwise required by the employer.

2. Salary & Allowances:

You will be paid an annual salary of **Rs. 2,34,000/-**.

Salary & Allowances (As per below salary structure):

<u>Particulars</u>	<u>Amount (Rs.)</u>
Basic	1,17,000.00
HRA	46,800.00
Travelling Allowance	9,600.00
Medical Allowance	15,000.00
Special Allowance	45,600.00
Incentive Pay	00.00
Total Annual Cost to Company	2,34,000.00

Changes in your compensation or any other benefits that may be available to you are discretionary and will be subject to effective performance and results during the period and other relevant criteria as per the Company rules.

*The details of your salary are strictly private and confidential and should not be disclosed to others. For any clarification, please do get in touch with your HR Representative.

3. Other Benefits:

You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

4. Code of Conduct:

- a. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- b. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- c. You shall maintain proper discipline and dignity of your office and so shall deal with all matters.
- d. You shall maintain and keep in your safe custody the Company Material and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

- e. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change.
- f. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.
- g. You shall not apply for any other job outside without the prior written permission from the management. In response to this communication of appointment you are required to confirm your acceptance by signing the duplicate copy of this letter.

5. Responsibilities:

- a. In view of your position and organization, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will observe working hours/shifts timings as communicated to you by your superiors from time to time depending on the exigencies of work. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have adverse impact on the reputation/image and business of **Quantum Value IT Services Pvt. Ltd.**, whether directly or indirectly.
- b. You may be required to travel on company work for which you will be reimbursed travel expenses as per the Company Policy applicable to you.

6. Termination:

- a. Either party can terminate the employment by providing the notice of 1 month in prior.
- b. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.

Looking forward for a great professional relationship.

Very Truly Yours,


Kalpna Velidi
HR Manager - HR Department.
Quantum Value IT Services Pvt. Ltd.

Declaration: I have read understood and have been explained in detail the above terms and conditions of employment and accept the same. I will be reporting for duty on **20 January, 2014**.

Signature: _____ Date: ____/____/2014