



Offer Reference Letter No TCIN/102019/052

Date: October 9, 2019

To

Mr. Ravi Teja .K  
7 -Hills PG, KIADB Industrial Area,  
LHR Layout, Electronic City, Phase 2  
Bangalore - 560100

Dear Ravi Teja. K

Thank you for giving us an opportunity to know you and understand you through your resume, and subsequent interview and discussions. Based on these discussions, we are pleased to offer you the position **Project Associate** in our organization. You will be initially operating from Bangalore.

Your gross compensation per month (salary) will be **INR 45,000/-**, details of which are given in Annexure 1. These will be subject to deductions as per prevailing tax laws and company policies. All matters relating to salary and benefits are confidential between you and the company at all times. Should you have any questions regarding this offer, please contact us as soon as possible.

The joining formalities and documents to be submitted at the time of joining are given in Annexure 2. You will also be required to sign a Proprietary Information and Inventions agreement on joining. Your employment is subject to authentication of the information provided by you with respect to your qualifications and experience by our officially authorized third party agency.

We welcome you to join on **November 04<sup>th</sup> 2019** with a progressive and winning team with a passion for technology and excellence and look forward to a long and mutually rewarding association. Our mission is 100% referenceable customers and 100% referenceable transactions. We are dedicated to providing opportunities, career development and advancement to our employees. We are sure you will find your employment with us a challenging, learning and rewarding experience.

As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to us immediately, or confirm your acceptance by e-mail to [accounts@terminalcontacts.com](mailto:accounts@terminalcontacts.com)

For Terminal Contacts Consulting Pvt. Ltd,

Ajith Kumar.S.R  
AVP - Recruitment

Annexure 1: Salary Structure

Annexure 2: List of documents to be submitted

Annexure 3: Terms and conditions of employment

**TERMINAL CONTACTS CONSULTING PVT LTD.**

44/52, 6th Street, Rajarajeswari Nagar, Kolathur, Chennai - 600 099.

Phone : +91 44 4555 6223 / 4214 5969 Web : [www.terminalcontacts.com](http://www.terminalcontacts.com)

Offer Reference Letter No : TCIN/102019/052  
Candidate Name : Ravi Teja. K  
Designation : Project Associate

BASIC LTA HRA	17,520.00
PDR	4,380.00
TRA.ALLOW	8,760.00
SPL.ALLOW	8,760.00
MEDI.RE	1,200.00
	3,630.00
	750
<b>Total</b>	<b>45,000.00</b>

## **Annexure 2: Documents to be submitted**

- 1) Copies of academic credentials:
  - a) Degree certificates and those of other professional qualifications
  - b) Professional certificates
  - c) Marks lists from 10th standard onwards
- 2) Recent Color Photographs
  - a) Passport size photographs – 4 Numbers for self
  - b) Stamp size photographs – 2 Numbers for self
- 3) From previous employment(s)
  - a) Last 3 months salary slips and/or copy of last salary revision
  - b) Relieving letter from last employer
  - c) Service certificates
  - d) References of two people with whom you have worked.
- 4) Personal details
  - a) Copy of Valid Passport and Valid Visas
  - b) Copy of PAN Card
  - c) Copy of Birth Certificate
  - d) Copy of Ration card / address proof
- 5) Signed Copy of Appointment Letter



## **Annexure 3: Terms and Conditions of Appointment**

### **1. Employment Agreement**

#### **a. Secrecy**

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.

#### **b. Conflict of Interest**

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

#### **c. Joining Competition/Client**

Your position and role in the company are of a very sensitive nature. Therefore, you will not take up any work within 12 months of your leaving services of our company with any other company that is directly in competition with our interests or with any of our clients to whose projects that the company assigns you to and that may prove detrimental to the future business of this company.

### **2. Transfer**

Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, India or abroad, establishment, factory or branch of the company/ Group. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment without any financial loss.

### **3. Signing of Agreement for Travel Abroad / Training**

You will be required to sign an overseas travel agreement specifying the minimum duration that you are expected to stay in employment with Terminal Contacts Pvt. Ltd, as a consequence of you being sent overseas for training or any other purpose.

### **4. Termination Notice**

(a) You will be on probation for a period of first Six months, If you are leaving the company before completion of 6 months of service, You need to serve 3 months' Notice or pay 3 months' salary. If you are leaving the company before completion of 24 months of service, you need to serve 1 month Notice or pay 1 month salary. If not company will be taking legal action.

(b) Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances.

(c) If any misrepresentation is found with respect to information provided by you towards proof of our qualification and experience your services will be terminated immediately without prior notice. Further, you will be liable to reimburse the company the costs incurred in connection with your recruitment and training.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to pay all dues including Notice pay and other such dues as mentioned in the employment agreement.

## 5. General

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments regulations of the company as shall be in force.

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.

We shall be glad to provide you with more information upon your request.

For Terminal Contacts Consulting Pvt. Ltd,



Ajith Kumar.S.R.  
AVP - Recruitment

I accept the above terms and conditions and willing to join on **November 04<sup>th</sup>, 2019**

Candidate Signature :

Witness Signature :

Date :