

SMEDC Services Private Limited

07-May-2019

Dear G Ravi Shankar,

SMEDC Services Private Limited is pleased to offer you the position of Data Engineer starting on 27/05/ 2019. You will be located at (BCIT) Bhartiya City, Milestone Buildcon Pvt Ltd SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore PIN-560064.

Your all-inclusive annual remuneration package will be Rs 9,00,000 (Subject to deduction of tax and other statutory payments as may be applicable).

Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

PROBATION:

You will be on probation for a period of three months before your services will be confirmed. The probation period can be extended further, if your performance/conduct is not satisfactory. All other details about the probation and confirmation will be provided in your employment agreement.

NOTICE PERIOD:

Upon confirmations of your services, the prior notice period required by either party for separation from the organization is 60 days. All the terms and conditions of the notice period will be provided in the employment agreement. There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

CODE OF CONDUCT:

You agree to abide by the Company's Code of Conduct and other policies that the Company may adopt from time to time.

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TRANSFER OF EMPLOYMENT RELATIONSHIP:

You agree that if the Company transfers this agreement to Ecolab USA Inc., or any of its subsidiaries now or then existing, subject to applicable law, you may be offered employment with Ecolab or the applicable subsidiary, on the same terms and conditions as to the Company under this letter, prior to such transfer.

TRAVEL:

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy subject to submitting proofs of such expenses.

WORK SHIFTS:

Please note that SMEDC may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the Company.

EMPLOYMENT RESTRICTIONS:

Your employment with SMEDC is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from Vice President, People Success. SMEDC will have the sole discretion to approve or disapprove such a request based on SMEDC's Code of Ethics and other internal guidelines for deciding such requests.

CHANGE OF ADDRESS:

You shall keep SMEDC informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by SMEDC on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

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SMEDC holds the right to withdraw the offer in case of non-response to our pre-onboarding communication and checks for a period of consecutive 10 days or in the event you accept any another offers after acceptance of our offer.

The above-mentioned terms of your offer letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official offer letter is to be considered and agreed upon within three working days from the offer date (07/05/2019). Failure to accept this within three working days will result in the offer being deemed void.

We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuga
Director - HR

Offer Accepted: _____

Date: _____

Salary Annexure

Breakup (A+B)		
A: Salary Benefits:		
Components:	Annual Salary	Monthly Salary
1. Basic	4,28,890	35,741
2. HRA	1,71,556	14,296
3. Special Allowance	1,80,245	15,021
4. Transport Allowance	19,200	1,600
5. Medical Allowance	15,000	1,250
6. LTA	42,889	3,574
Total Gross	8,57,780	71,482
B: Retirement Benefits:		
1. Employers PF contribution	21,600	1,800
2. Gratuity	20,620	1,718
Total Annual Salary	9,00,000	75,000

Note:

1. There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

2. Apart from the CTC indicated, company provide following benefits

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Other Benefits

Benefits	Frequency of Payment/ Claim
1. Group Medical Insurance	
This is a group medical insurance cover for SMEDC employees during their employment with SMEDC which covers the entire family	Annual
2. Group Life Insurance	
Term Life Insurance (TLI) is the most basic form of life insurance. The provides coverage in the event death of the insured individual within his/her SMEDC tenure	Annual
3. Group Personal Accident Insurance	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement and the coverage	Annual

LEAVE POLICY:

Privileged Leave (PL) or Earned leave (EL): - These are leaves which an individual team member accumulates or earns by the end of every month. 1.5 days of PL or EL is added to team member's account. PL's or EL's cannot be accumulated beyond 30 days in any given point in time. Any leave beyond 30 would get lapsed.

Sick Leave (CL): - Team member accumulates 0.5 day leave by the end of every month. Team members cannot club PL/EL with CL. Team members will have to avail these leaves separately. CL gets expired by the end of annual year i.e. December end every year.

Documents to be submitted prior to joining for Background Check purpose (Scanned format required):

Scanned Documents Required:

1. ID & Address proof for current & permanent address. (Aadhar Card would be Mandatory)
2. PAN Card. Mandatory
3. Passport.
4. Last 3 months pay slip.
5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
6. Mark sheets from 10th to Degree & PG.
7. 1 Passport size photo.

SMEDC Services Private Limited, Bhartiya City, Milestone Buildcon, SEZ, Chokkanahalli Village,

Bengaluru – 560064, www.ecolabdigitalcenter.com

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