

**REF#GL/03/37/2018****16<sup>th</sup> March 2018****Dear Ritam Mukherjee,**

16/c, New G.T Road  
Uttarpara, Hoogly  
PIN No 712258

**Subject: Offer of Employment with GlobalLogic India Ltd.****Congratulations** on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Consultant, Engineering (TE10)** at GlobalLogic India Limited (hereinafter "GlobalLogic" or "Company"). You are being offered this position for our upcoming office/incubation centre in an SEZ in Bengaluru. However, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **9h April 2018**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. At the time of tendering resignation you shall be required to give two months notice in writing. Your services in the company shall be terminable by giving two months notice or Basic salary in lieu thereof as per discretion of the management.
3. This offer letter is subject to further conditions that:
  - a) Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
  - b) Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
  - c) We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
  - d) This offer is valid up to **subject to your joining GlobalLogic on or before 9<sup>th</sup> April 2018**.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC at respective location**. You are requested to report to our office situated at **Anjaneya Tech Park, 147, Ground Floor, Old Airport Road, Kodihalli, Bangalore, Karnataka – 560008** at 9:30 am.

**For GlobalLogic**

**Arun Kumar Singh**  
**Director – People Development**

**OFFER ACCEPTANCE & DECLARATION**

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **9<sup>th</sup> April 2018**.

Date:

Signature:

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**(Ritam Mukherjee)**

REF#GL/03/37/2018

Annexure – 1

Salary Structure			
Name : Ritam Mukherjee		ECODE:	
Designation: Consultant, Engineering			
Band: 2		Grade:	TE10
WEF: 9th April 2018			
Section A - Gross Fixed Salary Break Up			
Monthly Components (In Rs.)			
Basic			97,917
House Rent Allowance			48,959
Conveyance Allowance***			-
Broadband/Internet Reimbursement*			1,500
Petrol*			1,800
Driver*			-
Medical Reimbursement#			1,250
Mobile Reimbursement*			1,000
Meal Vouchers**			2,200
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015 )			0
Special Allowance			39,407
<b>Total Monthly (A)</b>			<b>194,033</b>
<b>Total Monthly Annualised (B)</b>			<b>2,328,396</b>
Annual Components (In Rs.)			
LTA			0
Provident Fund (As per the PF Act 1952)			21,600
National Pension Scheme~			-
<b>Total Annualised (C)</b>			<b>21,600</b>
<b>Total Fixed Annual Gross Salary (B + C)</b>			<b>2,349,996</b>
Section B - Additional Benefits			
Retirals & Health Benefits (Annualized Amount)			
Gratuity			56,491
Mediclaime Insurance of Rs. 3 Lacs			12,116
<b>Total of Section B</b>			<b>68,607</b>
<b>Total CTC (Section A + B)</b>			<b>2,418,603</b>
In addition to Mediclaime, employee will be covered under below additional benefits -			
1. Group Term Life Insurance worth Rs. 15 Lacs			
2. Group Personal Accident Insurance worth Rs. 3 Lacs			
* On declaration and subject to bills.			
** Against Declaration & meal coupons issued upon completion of the month.			
# Against bills			
~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic should be rounded off to nearest 100 value			
*** Linked to Driver and Petrol Reimbursement			
For GlobalLogic India Limited			
Arun Kumar Singh			
Director-People Development			

**REF#GL/03/37/2018****Annexure -2**

**As part of the joining process, you are expected to get originals, for verification, of the following documents:**

**1. Personal Data:**

- a. Passport
- b. 9 Photographs (Passport size)
- c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
- d. Mark Sheets and Certificate of Class X & Class XII
- e. Graduation Certificate
- f. Post Graduation Certificate
- g. Mark sheets for all semesters during Graduation & Post Graduation
- h. Mark sheets and Certificates of Diploma(s)
- i. Mark sheets and Certificates of any training(s) attended
- j. Any other additional diplomas/certificates (Mark-sheets)
- k. Aadhar card

**2. Previous Employment Record:**

- a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
- b. Copy of the resignation letter
- c. Salary slip/ certificate from the last employer
- d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies  
Income Tax
- e. Form 16/ TDS certificate from ex-employer