



June 16, 2020

Mr. Sachin V.K. Nambiar  
43393 Charitable St  
Ashburn, VA -20148  
Tel: 540-751-8613; vijaysachin009@gmail.com

Dear Sachin:

Software Consultants Inc., (SCI) is pleased to offer you a full-time position in our company, as an IT Recruiter/HR Coordinator with the start date of June 22, 2020. Your base salary will be [REDACTED] per annum, along with an incentive program. The compensation/benefits package as well as the incentive program are as described in the Attachments A & B, respectively. You will be reporting to Jagadish Buddhavarapu.

SCI is required by federal law to have all new employees complete an I-9 form (Employment Eligibility and Verification) to verify that they are either U.S. Citizens or have permission to work in the U.S. You will be asked to produce documents establishing your identity and work authorization. This documentation must be produced before the end of your fifth day of employment with SCI. In addition, please note that you will be in a regular probationary period during the first six months of your employment.

We are excited about you joining the team and we believe that you will be a great asset to SCI. I am certain you will find SCI a dynamic and challenging place to work. To indicate your acceptance of our offer, please sign this letter in the space provided below and return it to me. By signing this letter, you also agree to abide by the Company's existing policies and procedures. If you have any questions that need further clarification, please contact me at 703 899 9254.

Sincerely,

A handwritten signature in black ink, appearing to read "Jagadish", written over a horizontal line.

Jagadish Buddhavarapu  
Vice President, Operations

**Acknowledgment:** In response to this offer of employment:

X  I accept this offer of employment.

   I accept health insurance offered by SCI .  X  I decline health insurance offered by SCI.

**Sign & Date:**

A handwritten signature in black ink, appearing to read "Sachin", written over a horizontal line.

6/17/2020

(Sachin V.K. Nambiar)

**Attachment A**

**Compensation & Benefits Package:**

**Annual Base Salary:** Your base salary will be [REDACTED] per Annum (Fifty-Five Thousand Dollars).

**Benefits:** In addition to the above base salary, SCI provides the following benefits package:

- Incentive Program as described in Attachment B
- 50% of health insurance premium is paid by the company for employee and the family (Dental).
- 3% of your annual compensation will be deposited as employer contribution into a 401(K) account without any employee participation or vesting requirement. For example, in a year your compensation would be [REDACTED] Employer 401K contribution is 0.03 x [REDACTED]
- 10 paid time off (PTO) days.
- 10 public holidays.
- Company pays long term and short-term disability insurance premium for the employee.
- Continuing Education Training as required and approved by SCI executive Management (Up to \$3000 annually)

**Job Location:**

8245 Boone Blvd. #630  
Vienna, VA 22182

**Job Responsibilities:**

You will be reporting to Vice President, Operations and would initially have the following responsibilities. The following list is not exhaustive and can change based on company requirements as determined by your supervisor.

- Recruitment of employees/consultants to support SCI Operations and Business Development. Full life cycle of Recruitment from sourcing to interviews to offers to on-boarding will be part of the process.
- Vendor Management (Vendors provide qualified candidates to SCI)
- HR and Benefits Administration including Health Care, Retirement Plan etc.
- Immigration Related issues with respect to employees & consultants.
- Interaction with clients, as directed by the supervisor.
- Other related duties as directed by the supervisor.

## Attachment B

### **Sachin Vijay Recruitment Incentive Plan June 2020**

**Summary:** As part of his normal core duties, Sachin is required to work with various vendors to address SCI staffing needs in BD as well as operations, in a timely manner. In addition, Sachin is also tasked with recruiting staff **directly** (similar to a vendor) by mining SCI provided resources such Dice/Monster etc. or his own network. For this **direct** recruitment efforts only, Sachin will be given an incentive (in addition to base salary) as follows:

- **Recruitment for BD Proposals:** Occasionally, SCI is required to include resumes of "key Personnel" as part of its proposals. For each qualified resume (directly recruited by Sachin) that is included as part of our proposal, Sachin receives a \$200 incentive. If the proposal results in an award and the candidate takes the position, Sachin gets an additional \$ 800.
- **Recruitment for Operations:** On existing contracts, for every candidate, that Sachin recruits directly, he will receive a \$1000 incentive.

Note: The candidates must be sourced directly by Sachin, not through vendors' recruitment efforts.



Sachin Vijay



Jagadish Buddhavarapu

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