

## **Offer of an Appointment**

**Ref: MT/2022-2023/SD/OFL/441**

**Date: 10-07-2023**

**Mr. Nimma Sasidhar Reddy,  
S/O Nimma Srinivasa Reddy,  
#1-85, Lingavaram,  
Krishna, Andhra Pradesh -521327.**

**Emp ID: MTSD441**

**Mr. Nimma Sasidhar Reddy,**

Consequent to the interview you had with us, we are pleased to offer you a position of **"Jnr App Developer"**.

Following are the **Terms and Conditions** of the offer:

### **1) Joining & Working hours**

Your services will be governed by the prevalent rules and regulations of the Company and any future amendments.

As agreed, upon, you will have to report for duty on or before **July 15<sup>th</sup> 2023**, failing which it will be presumed that you have no interest in the employment and accordingly this letter of employment offer stands cancelled.

You will be working from Monday to Saturday from 9.30 am to 6.30 pm. Sundays are week off. We hope you will enjoy and make significant contribution to the success of the business

### **2) Training and Probationary Period**

Training period is for 2 months and Salary is INR 15000 (Fifteen Thousand only)

Probationary period is for 2 months and Salary is INR 25000 (Twenty Five Thousand only).

After completion of Training and probationary period salary will be as per the Annexure 1.

### **3) Duties & Responsibilities**

The Company may send you on deputation lend or transfer your services to any of its Departments, Affiliates, Subsidiaries or Associate Companies or transfer you to Company's Establishment in other locations existing at present or which may be established in future. Upon such transfer, you will be governed by the terms & conditions as applicable to the place of work.

#### **4) Resignation & Termination of Services**

- a) The Management of Matrical reserves the right to discharge the employee services during the employment period if not found suitable with one month's notice or earlier.
- b) Employee resigning while on working on our projects or with our associated companies will have to serve a notice period of one month or earlier with the approval of the management.
- c) Company shall be at liberty to terminate the contract forth-with without any notice or compensation, if you are found guilty of any act or any breach of duty, either by way of omission or commission, which is prejudicial to the organization or in case of absence from duty for a continuous period of **10** days without prior intimation/permission.

#### **5) Confidentiality and Non-disclosure**

d) You will maintain strict confidence of the information which is provided or given to your access by the company during the work. Any breach of the same will result in breach of the agreement and the company has right to take stringent action against you which might result taking appropriate criminal action. The company has right to file a civil case as well to recover the damages caused due to such breach by the employee.

e) The employee accepts that any confidential information provided by the company to the employee shall be used by the employee only for the development of the business of the company. The employee undertakes not to disclose the confidential information, except for such purposes/opportunities where in the company has permitted the employee and such permission shall always be a written permission. The employee shall protect the confidential information with the same degree of care as it applies to protect its own.

f) The company agrees not to use or cause to be used for his/her own benefit or for the benefit of any third parties or to disclose to any third party in any manner, directly or indirectly the information concerning to the internal organization or business structure of employee or its customers, or the work assignments or capabilities of any officer or employee, Proprietary information, customers confidential information, trade secrets or any other knowledge or information, except that which is public knowledge, or relating to the business of the company, or its customers at any time during or after student/intern term of employment with company, without the express prior written consent of company.

g) The employee shall not be allowed to keep any unauthorized/extra copies, including written documentation, drawings, formulas, models, specimens etc, of the confidential information which is to the knowledge of the employee all acts performed/done by the employee shall be treated as breach of this agreement.

h) Return of company materials: The employee agrees to return to the company before the separation of employee employment with company, any and all written information, documents, materials, floppy disks, CDs, data files or other media containing computer programs or data and all other property and equipment which constitutes, contains or relates in any way to proprietary information, customer's confidential information or trade secrets of the employer or its

customers, and any other written information, documents, materials, discs, or other media containing programs or data and all other property of any kind relating in any way to the business of company or its customers which are or may be the property of company or its customers, whether confidential or not, including any and all copies thereof which may have been made by or for employee.

**6) Third Party Employment / Contracts:**

i) The employee agrees and confirms to not engage himself with any third parties either by way of a consultant or by way of any contract either for monetary benefits or not with any third parties directly or indirectly or in partnership during the currency of this agreement.

**7) Please submit the following documents:**

- i. Photocopy(s) of Educational Certificate, 10<sup>th</sup> 12<sup>th</sup>, Degree (s)
- ii. Photocopy (s) of Technical / Skill Certificate (s)
- iii. Experience Letter (s) of past employer (s) if any
- iv. Appointment letter and last drawn salary proof of previous employer if any
- vi. 2 Passport size photographs of self
- vii. ID proof (Photo copy of Passport / Driving License / Ration Card / Voter ID Card)
- viii. Photo Copy of PAN card

**8)** This appointment is issued on the information furnished by you to us in your application, bio data form and otherwise, and the same shall be null & void of a material error (in the Company's opinion) is discovered therein at any time.

We are sure you will be an asset to our Company. We wish you a challenging and rewarding career ahead with Matrical.

Yours truly,

**Authorized Signatory**

**Candidate's Acceptance:**

I accept the above terms & Conditions of the company

**Signature of the Candidate & Date**

**Annexure 1**

**Remuneration & other benefits**

Particulars	Monthly	Annual
Basic	₹18,000.00	₹2,16,000.00
HRA	₹5,600.00	₹67,200.00
Conveyance Allowances	₹1934.00	₹23,200.00
Medical Allowances	₹1,250.00	₹15,000.00
Other Allowances	₹6,550.00	₹78,600.00
<b>Gross Salary Earned</b>	<b>₹33,334.00</b>	<b>₹4,00,000.00</b>

Particulars	Monthly	Annual
PF	₹2,777.00	₹33,324.00
Professional Tax	₹200. 00	₹2,400.00
Other deductions		
<b>Total Deduction</b>	<b>₹2,977.00</b>	<b>₹35,724.00</b>

Particulars	Monthly	Annual
Gross Salary Earned	₹33,334.00	₹4,00,000.00
Total Deduction	₹2,977.00	₹35,724.00
<b>Net Salary Take home</b>	<b>₹30,357.00</b>	<b>₹3,64,276.00</b>