

Date: September 9, 2021

Ms. Anitha Dodda,
Bangalore

Dear Anitha,

Sub: Offer of Employment

Congratulations!

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Tech Lead** in **Grade C I**.

1. The location of your reporting will be **RMZ NXT Campus 2C, 1st floor, Whitefield, Bangalore-560 066**.
2. You are required to report at **10:00 AM** on or before **27th Sep 2021** to complete the joining formalities at the address mentioned above.
3. You shall be entitled to **CTC of INR 30,73,000/-** per annum (INR Thirty Lakh Seventy Three Thousand Only), in the manner set out under **Annexure A** of this offer letter.
4. At the time of joining, you are requested to submit the copies of the documents as per **Annexure – B**
5. Working Days/Hours: Company's working hours shall be **10:00 AM to 7:00 PM** including one hour for lunch/other break. Your working hours shall be changed based on the business requirement. Your workday shall be **Monday to Friday or Sunday to Thursday** as per the business requirement.
6. You agree to keep this offer confidential. Unless authorized by the Company in writing, any disclosure to a third party will result in the immediate invalidity of the offer. The Company assumes no liability, direct or indirect, financial or otherwise, resulting from this offer, particularly in case of unauthorized disclosure.
7. The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do so, the Company has maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the professionals working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. You will be required to register with National Skills Registry on the website **www.nationalskillsregistry.com**, prior to joining services of the Company. The cost of registration with National Skills Registry will have to be borne by you.
8. The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.
9. Your engagement with the Company will be governed by the specific terms and conditions referred to in the appointment letter to be executed by you on the date of joining.
10. Primary roles and responsibilities and terms governing your engagement with the Company will be as more specifically set out under the appointment letter that will be issued to you upon your acceptance of this offer letter.

11. Your offer is on the clear understanding that the information furnished by you in your application for employment. If, at any time in future, it comes to the knowledge of the Company that any of this information is incorrect or any relevant information has been withheld then your employment based on this offer letter is liable to be terminated without prior notice or any compensation in lieu thereof.
12. The Company reserves the right to withdraw the offer made to you at any point of time without assigning any reasons whatsoever.
- Kindly carry a signed copy of this letter on your date of joining. Please do confirm this offer is accepted by you by signing a copy of this letter and returning it to Company in three (3) days. Failing which we presume that you are not interested in this offer, and the offer is ceased to exist.

We welcome you to MIT and look forward to a long and mutually beneficial association.

Best Wishes,

Md. Ahmed

Mohammed Ahmed
Head Human Resources

I acknowledge that I have received this offer for employment with Mobily Infotech India Private Limited and that I have read and understood the statement. I confirm my agreement that this statement constitutes my contract of employment with Mobily Infotech India Private Limited.

Your name in capital letters

Your Signature

Date:

Location:

ANNEXURE – A

Name Anitha Dodda
Designation Tech Lead

Ref. # : MIT/OF-2021-65
Grade : C I

Salary Components		Monthly CTC	Annual CTC
A Gross Earnings			
a)	Basic	1,05,000	12,60,000
b)	House Rent Allowance	42,000	5,04,000
	Total Gross Earnings	1,47,000	17,64,000
B Benefits			
a)	Employer PF Contribution	12,600	1,51,200
Flexi Benefit Basket:			
b)	Meal Voucher / Card	2,200	26,400
c)	Leave Travel Allowance	10,500	1,26,000
d)	Reimbursement of Professional Development expenses - Books, periodicals, magazines, newspaper etc.	5,250	63,000
e)	Children Education Allowance	200	2,400
f)	Employer NPS Contribution	10,500	1,26,000
g)	Special Allowance	45,083	5,41,000
	Total of Flexi Benefit Basket	86,333	10,36,000
Total Gross Salary (A + B)		2,33,333	28,00,000
C Variable Pay			
a)	Annual Performance Bonus*		2,73,000
Cost to Company(CTC)(A + B + C)			30,73,000
D Other Benefits			
a)	Gratuity	5,051	60,612
b)	Insurance (GPA +GMC)	2,926	35,116
Total Other Benefits		7,977	95,728
Total Cost to Company (TCTC) (A+B+C+D)		2,41,310	31,68,728

Notes :

1. Gratuity : As per Gratuity Act
2. You will be eligible for Group Medical Insurance for the sum assured of 4 Lacs. The dependents covered under insurance are Employee, Spouse, 2 kids and Parents / In-laws.
3. Variable Pay: The Annual Merit Increase and Annual Performance Bonus will be paid based on individual performance and Company performance. Your Annual Performance Bonus pay-out can range from 0% - 9.75%. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify the annual performance bonus.
4. Employee need to submit the actual bills for the LTA amount spent to claim exemption under IT Act.
5. All Statutory and Regulatory deductions will be done as per the prevailing regulations. The Salary Sheet is strictly confidential and must not be discussed with anyone other than the Human Resources Department.

For Mobily Infotech India Private Limited.

Md. Ahmed

Mohammed Ahmed
Head – Human Resource

ANNEXURE – B

(LIST OF DOCUMENTATION TO BE SUBMITTED)

At the time of joining, you are requested to submit copies of the following documents:

1. Pan Card, Aadhaar Card & Valid Passport – all are mandatory
2. Certificates supporting your educational qualifications along with marks sheets (10+12, Graduation, Post-Graduation, Course Certifications)*
3. Your latest salary slip or salary certificate *
4. Your relieving letter from your present organization*
5. Experience Letter from your present organization*
6. Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up)*
7. Four Passport Size colour photographs.

*** Originals**

Carry all Original Documents.