

February 01, 2018

Subhashini Chevvakula
+91- 8985259304
chevvakula1996@gmail.com

Dear Subhashini,

Sub: Letter of Offer

With reference to your application and subsequent discussion you had with us, we are pleased to offer you a position of **'Trainee- Quality Assurance'** in our organization.

1. Your CTC (Cost to the Company) will be Rs.2,40,000/- (Rupees Two lakh forty thousand) per annum inclusive of all allowances, refer to Annexure - I.
2. Your compensation will be revised after 3 Months, subject to your performance
3. A detailed appointment letter will be issued upon your joining with the company and upon furnishing the documents as per check list provided in the following page.
4. We wish to see you join us on **February 05, 2018**
5. You are requested to report at 10 A.M at Waverock Gachibowli.

Innominds Software SEZ India Pvt Ltd.,
Survey No.115 (Part), Waverock,
TSIIC IT / ITES SEZ, Nanakramguda Village,
Serilingampally Mandal, Hyderabad – 500008

We look forward for a long-term association!!!

Thanking you,
Pallavi Garimella
Director – Human Resources

Continued.....

Check - List

You are requested to bring the following documents in original along with a copy of each on the date of your joining.

- (a) Certificates supporting your educational qualifications along with mark sheets
- (b) Schooling certificate (SSLC/ICSE) in support of your age or Birth Certificate
- (c) 12th class / Intermediate certificate
- (d) Your latest salary slips or salary certificate
- (e) Your last 6 months Bank statement
- (f) Your offer & relieving letter from your present & previous organization
- (g) Service certificate from present & all previous employers
- (h) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
- (i) 4 colored passport size photographs (with white background)
- (j) Valid Passport details
- (k) PAN card

Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.

At any time, company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to co-operate with the company representatives, your offer will be terminated immediately.

Annexure - I.

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<u>SALARY STRUCTURE</u>	Per Month	Per Annum	Payment period
Cost-to-Company (CTC)	20,000	2,40,000	
Monthly Earnings: -			Monthly
Basic Pay	7,200	86,400	Monthly
House Rent Allowance	2,880	34,560	Monthly
Fixed Travel Allowance	1,600	19,200	Monthly
Provident Fund	864	10,368	PF account
Gratuity	346	4,152	As per act
Statutory Bonus	583	6,996	Monthly
Special Allowance	3,277	39,324	Monthly
Performance Linked Pay (Variable Pay): -			
Company Performance Linked Pay @ 10% on CTC	2,000	24,000	Monthly
Total A	18,750	2,25,000	
Flexible Benefit Plan: -			
Medical Reimbursement	1,250	15,000	Monthly
Total B	1,250	15,000	
Total Earnings (A+B)	20,000	2,40,000	

I. Flexible Benefit Plan

i) Medical allowance to a tune of Rs.15,000 pa paid monthly

(To claim tax exemption, bills for the above amount should be submitted during the financial year)

II. Other Benefits

i) Group Medical Insurance - Rs.2,00,000 pa covering self+spouse+2kids (Floater) and parents.

GMC is an optional benefit and payable by self. You can also opt for top-up facility for 1lacs-3lacs

ii) Group Personal Accident- Rs.10,00,000 pa for self

iii) Group Term Life-Rs.10,00,000 for self

Eligibility for bonus. - Every eligible employee shall be entitled to be paid bonus in an accounting year, in accordance with the provisions of this Act, provided he/she has worked in the establishment for not less than thirty working days in that accounting year
