

September 06'h, 2016

K. Pavan Kumar Reddy

Hyderabad

# Offer of Employment

## Dear Mr. K. Pavan Kumar Reddy

**Congratulations!**

Subsequent to your interest in seeking placement with our organization, we are pleased to offer you the position of Java Developer at AuroPro soft Systems Pvt Ltd and the joining date would be 14" -September-2016

Your employment wi]l be based at Hyderabad, however, based on the position’s requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to 14" -September-2016 subject to your joining AuroPro on or before the given joining date.

Your Annual Compensation (CTC) is Rs. 3,90,000/- (Rupees Three lakhs ninety thousand only) and the salary components are detailed in Annexure 1 and will be subjected to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Your employment with AuroPro SoH Systems Pvt Ltd will be governed by the following terms and **conditions.** You will also be governed by current AuroPro rules, regulations, internal policies and practices which are subject to change from time to time.

## Location of work

Your employment will be based in Hyderabad and the *compr ny* reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project /location as per Company’s policy will be paid to you.

## Duties and Responsibilities

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities. You shajl nothnduIge activeJy/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.



## Notice Period / Termination

At the time of tendering resignation you shall be required to give one month notice in writing. Your services in the Company shall be terminable by giving one month notice. The company also has the right to dismiss you from our services without notice or compensation for any act of misconduct. *You* shall at all times furnish true and correct

information pertaining to your qualification, experience etc. If the information furnished by you in your resume

and the documents submitted by you as stated in **Annexure** 2 of this offer of employment is found to be incorrect at any point of time, your services will be terminated without any further notice.

You shall inform the Company of any changes in your personal data within 3 days’ time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent to your email ID or sent by post to you at your address in India, as recorded in the Company.

## Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all AuroPro and its client’s property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

## Business Conduct

It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.

## Sexual Harassment / Discrimination



harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you as per Law of the Land. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of **AuroPro Soft Systems Pvt Ltd** holding a senior and responsible position at AuroPro or its client’s place shall take all possible steps to ensure a positive work environment free of any form of discrimination.

## Policies

You will abide by all the rules, regulation and policies of the company. **AuroPro Soft Systems Pvt Ltd** reserves the right to amend such policies as needed.

You shall inform the company of your absence from work from time to time. If you are absent from work for four consecutive days without any permission/intimation to the client or HR personal or management, will be treated as **ABSCONDING** from company both AuroPro and its client’s place. If you go on leave with permission but don’t report to work as per the timelines and later don’t intimate the extension of leave will also be treated as **ABSCONDING** from company both AuroPro and its client’s place. The company also has the right to initiate appropriate legal action applicable as per law for **ABSCONDING** from the company both AuroPro and its client’s place.

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