

Dear Chaitanya Chitturi,

Congratulations! I am very pleased to welcome you to the future. We are delighted to have you as part of our Ramco family and glad to know that you have chosen to join our special team of dedicated technology professionals in ERP/HRP/Logistics/Technology and Aviation divisions.

We are a part of \$1Bn+ Ramco Group comprises of 14000+ Employees across with businesses in multiple industry sectors. We are digitally transforming organizations worldwide by re-imagining enterprise applications with bleeding edge technologies around AI / ML, Conversational Experiences around chatbots & Voice, facial recognition etc. infusing intelligence & creating compelling user-experiences. Your addition to the team is valuable and we are excited to join hands and encourage your innovative approaches and quality solutions to develop products through our revolutionary enterprise application assembly and delivery platforms.

We are trusted by 1000+ customers across 50+ countries and our enterprise applications are recognized globally and featured by leading analysts like Gartner, Forrester, Frost & Sullivan, Everest Group, Nucleus Research etc., and you will have the opportunity to be part of a diverse workforce and get your hands on various challenging projects.

We have a culture of openness, encouraging experiments to fail & learn, diversity as we build a flat organization, and you will be given innumerable opportunities to learn and grow. Together we will build success for your journey at Ramco!

Once again, my warm welcome and lots of good wishes on becoming part of our growing team.

Madhavi Raj

**MADHAVI RAJ**

**Head - Talent Acquisition**

Dear Chaitanya Chitturi,

Congratulations on your offer of employment with Ramco Systems Limited. We are pleased to offer you a full-time position as **"Analyst Programmer"** in **Grade 3** at **Chennai** in our organization, as per the terms applicable.

We look forward to working with you to develop and enhance Ramco's reputation as we value the contributions and skills of everyone and excited that you will be part of this successful journey.

The Letter of Offer is valid, subject to pre-employment verification including behavioral/competency and medical assessments, undertaken abiding Ramco's regulations. The verification will be done either by Ramco direct or through a Third-party vendor.

The pre-employment verification may vary based on individuals and subject to submission of the following documents.

- Education Qualification
- Experience and Relieving letters of your previous employment(if you have prior experience)
- Reference Checks / Background of your previous employment
- Address Proof

In case of any discrepancy / adverse findings in any of the pre-employment verification, then Ramco reserves the right to cancel /withdraw this Letter of Offer immediately without further notice.

The detailed appointment letter, with terms and conditions will be issued on your date of joining.

We have enclosed **(Annexure 1)** and **(Annexure 2)** with the details inclusive of your salary components and other formalities as discussed during your interview process.

Please sign, acknowledge, and return a copy of this Letter of Offer within two (2) days and we will initiate the pre-employment verification on receipt of your acknowledgement.

**Authorized Signatory**



**Madhavi Raj**

**Head – Talent Acquisition**

**ANNEXURE-I (Salary Structure)****Appointment Details**

Name : **Chaitanya Chitturi**  
 Designation : **Analyst Programmer**  
 Grade : **G3**  
 Location : **Chennai**

S. No.	Components	Monthly (INR)	Annually (INR)
<b>A</b>	<b>Fixed Component</b>		
1	Basic Pay	10000	120000
2	House Rent Allowance	5000	60000
3	Supplementary Allowance	14386	172632
4	Leave Travel Allowance	1667	20004
	<b>Sub Total (A)</b>	<b>31053</b>	<b>372636</b>
<b>B</b>	<b>Retiral Benefits (Employer Contribution)</b>		
1	P.F	1800	21600
2	Gratuity	481	5770
	<b>Sub Total (B)</b>	<b>2281</b>	<b>27310</b>
<b>C</b>	<b>Total (A) + (B)</b>	<b>33334</b>	<b>400006</b>
<b>D</b>	<b>Total Cost to Company</b>	<b>400006</b>	

*(All incidences of tax to be borne by the employee as per the prevalent income tax rules)*

**ANNEXURE – 2 (Terms & Conditions)**

1. You will be covered as per the Hospitalization Insurance / Personal accidental Insurance policies prevailing in our organization.

**Authorized Signatory**

*Madhavi Raj*

**Madhavi Raj**

**Head – Talent Acquisition**

I hereby acknowledge and accept the salary components mentioned above and the terms and conditions of the role.

Signature Name

Date