

Date: 14-Jun-2022

## LETTER OF INTENT TO OFFER

Dear Rudraraju Sudharshan,

Consequent to your interview with Collabera, we are pleased to inform that you have been selected as Software Engineer and will be joining us on 08-Jul-2022. Your contribution is imperative to assure our sustained success and growth.

Your gross annual remuneration (CTC) will be **Rs 23,00,004 /- Twenty Three Lakhs Four Rupees**. Please refer to the details of the salary break up in Annexure A.

You are initially appointed to work in **Pune** office of our Client **Infosys Limited**

Your employment with our organization will be governed by various policies, rules and guidelines of the organization.

Please note that this selection is contingent upon successful completion of requisite background investigations & pre-employment medical test.

You are requested to complete your joining formalities by submission of all documents as mentioned in Annexure B within 3 working days from the date of receipt of offer otherwise your offer stands cancelled at the discretion of Management.

The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of all documents mentioned in Annexure B.

Again, welcome! We hope that your career here will be a gratifying one.

Best regards,

**BORKAR**  
**OMKAR**  
**VASUDEO**

Digitally signed  
by BORKAR  
OMKAR  
VASUDEO  
Date: 2022.06.14  
09:01:20 +05'30'

Authorized Signatory

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**COLLABERA TECHNOLOGIES PVT. LTD.**

(CIN: U74200GJ1998PTC035036)

Regd. office: Collabera House, 3rd Floor,  
Gotri Sevasi Road, Gotri, Vadodara - 390021, India  
+91-265-2302313 [www.collabera.com](http://www.collabera.com)

Annexure A

TOTAL REMUNERATION WORKSHEET		
Name: Rudraraju Sudharshan Designation: Software Engineer Location: Pune		
CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS		
(all figures in Rs.)		
Description	Monthly	Annual
Basic (Basic+DA)	92,000	11,04,000
House Rent Allowance	36,800	4,41,600
Leave Travel Allowance	7,664	91,968
Management Allowance	39,738	4,76,856
<b>GROSS SALARY (A)</b>	<b>1,76,202</b>	<b>21,14,424</b>
Company's Contribution to PF	11,040	1,32,480
Gratuity	4,425	53,100
<b>TOTAL DEFERRED BENEFITS (B)</b>	<b>15,465</b>	<b>1,85,580</b>
<b>TOTAL CTC (A + B) = C</b>	<b>1,91,667</b>	<b>23,00,004</b>
<b>Note:</b> *Net Take Home Salary is further subject to reduce by an amount equivalent to Professional Tax and TDS (Income Tax on Salary). *An equal amount will be contributed to the Fund by the employee, which will be deducted from Monthly Gross salary of the employee. *Gratuity will be payable as per provisions of Payment of Gratuity Act,1972		

**BORKAR**  
**OMKAR**  
**VASUDEO**  
 Digitally signed  
 by BORKAR  
 OMKAR  
 VASUDEO  
 Date: 2022.06.14  
 09:01:20 +05'30'

*R. Sudhar*

I Hereby Accept the Offer and Confirm to Join On or Before : 08-Jul-2022  
Rudraraju Sudharshan

Authorized Signatory

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## **Annexure B**

### Sub: Joining Formalities

As part of our joining formalities, you are requested to submit the following documents preferably before your date of joining:

1. Duly filled in enclosed Employment Application.
2. Duly filled in and signed copy of enclosed Confidentiality & Non - Disclosure.
3. Signed copy of your letter of offer.
4. Duly filled in PF Declaration Form.
5. Duly filled in Gratuity nomination Form.
6. Copy of Birth Certificate /Copy of proof of date of birth.
7. Copies of all qualification certificates and mark sheets (semester wise/Consolidated) from S.S.C onwards.
8. Highest Qualification Provisional Certificate and Degree Certificate front side and back side.
9. Copies of experience letters/ Service Certificates from current and previous Employers.
10. For Photo Identity, kindly furnish any one of the following documents:-
  - i. Copy of your passport (ECNR stamp is a must).
  - ii. Copy of valid Indian Driving License.
  - iii. Copy of voter ID Card.
  - iv. Copy of Ration Card
  - v. Copy of Adhar Card.
11. PAN Card
12. Copy of 2 Last month's pay slip.
13. Copy of Relieving letter from your last employer.
14. Medical Certificate as per the attached format.
15. Copy of your resume.
16. Copy of offer Letter from your last employer.
17. Passport size photographs Scan.
18. Signed Collabera Confidentiality Agreement (Hard Copy).