

Emp. ID: YBR1644

Date: 22 June, 2016

Appointment Letter

Mr. Taheer Ahamed Shaik  
Opp. Big Mosque,  
Big Mosque Street,  
Rapur,  
Nellore-524408,  
Andhra Pradesh.

Dear **Taheer Ahamed**,

Congratulations on behalf of **YBR Infotechs Pvt. Ltd.!**

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a position as a **Software Associate** with **YBR Infotechs Pvt. Ltd.**. Your location of reporting will be **Hyderabad** on **11 July, 2016**.

You will be paid the gross annual CTC (Cost to Company) compensation of **Rs. 2,19,000/-**. You may refer **ANNEXURE-A** for your salary emoluments in detail. Please make sure that all the matters pertaining to your salary are highly confidential hence it should not be disclosed or discussed with any.

In the meantime, if you accept this position and the contents of this document, please countersign and return one copy of this letter, signifying your acceptance of the same on or before **08 July, 2016**.

**The terms & conditions of our offer are as follows:**

**1. Working Hours:**

You will be required to work from Monday to Friday (starting at 9:30 am to 6:30 pm) plus any reasonable additional hours that are necessary to full-fill your duties or as otherwise required by the employer. You will work at the highest standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

**2. Holidays:**

You are entitled to 15 paid holidays per annum other than the public holidays. Holiday can only be taken at times agreed in advance with the Company and in certain instances with the Company's client. In both the cases at least 2 days prior to the start of your intended holiday. You may not take any holiday until after you have completed 6 months employment with the Company, and you can only take a holiday twice in any calendar year.

### 3. Required Documents:

At the time of joining, we are requesting you to submit the following documents:

- a. Date of Birth
- b. Original Academic Certificates (all from 10th to Highest)
- c. Original Resignation Letter with acknowledgement (if Applicable)
- d. Relieving letter from previous employer (Original) (if Applicable)
- e. Proof of compensation last drawn (3 Months - Original) (if Applicable)
- f. Four passport size photographs (Recent)
- g. Bank Statement (six months) (if Applicable)

### 4. Duties:

- a. You shall use your best energies and abilities during **9.30 AM to 6.30 PM** to serve the Company well and faithfully. You will comply with all the rules, regulations and procedures of the company as notified to you from time to time.
- b. Not with standing your title of a **Software Associate** you will carry out such other duties inconsistent with the status implied or your job as the Company from time to time may reasonable require.
- c. You shall provide reports concerning your work activities weekly as requested by the Company.

### 5. Notice Period:

The period of notice to be given in writing by you to the company to terminate your employment is one month. However, 1 month advance notice is required if you resign the effective date of your employment.

### 6. Termination Regulations:

Your services may be terminated at any time by giving one month notice in writing by either side. On the termination of your employment for whatever reason, you will return to the company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and confidential information, in your possession or under your control relating to your employment or to clients' business affairs.

**7. Absence without Notice:**

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you.

- a. Return to work within **3 days** from the commencement of such absence.
- b. Provide a satisfactory explanation to management regarding such absence.

**8. Bonus/Incentives:**

The Company at its discretion will be providing performance bonus to employees based on the individual performance and the Company's progress.

The bonus/incentive amount may be lower or higher, as it depends upon your day to day performance with the Company. It will be subjected to your being present in the Company on March 31<sup>st</sup>.

**9. Company's Rules, Regulations and Policies:**

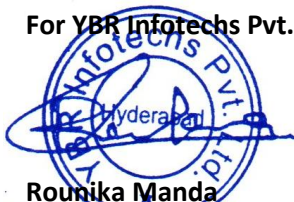
You shall comply with all of the company's rules, regulations and policies from time to time in force. In event of any conflict between such rules, regulations and policies and this agreement, this agreement shall prevail.

**10. Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director/ Partner / member / employee of any other organization / entity engaged in any form of business activity without the consent of **YBR Infotechs Pvt. Ltd.**. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

All the benefits are as per the Company's policies, which are subject to change from time to time. We welcome you to the **YBR Infotechs Pvt. Ltd.** family and wish you a rewarding career over the years to come.

For **YBR Infotechs Pvt. Ltd.**,



**Rounika Manda**  
HR Manager – HR Department  
[hr@ybrinfotechs.com](mailto:hr@ybrinfotechs.com)

**Annexure A**  
**Your revised compensation structure is given below for your reference:**

Salary Particulars	Monthly Amount (Rs.)	Yearly Amount (Rs.)
Basic Pay	9,125	1,09,500
House Rent Allowance	3,650	43,800
Travelling Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	3,425	41,100
<b>Fixed Compensation</b>	<b>18,250</b>	<b>2,19,000</b>
Annual Incentive Pay*		00
<b>Total Cost To Company(TCTC)</b>		<b>2,19,000</b>

**ACCEPTANCE:** I accept employment with the **YBR Infotechs Pvt. Ltd.** on the terms and conditions set out in this letter.

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_/\_\_\_\_\_/2016