



Sonata Software Ltd/HR/APPT/16464  
07-JAN-2020

**Ms. Shaik Nigar Salma,**  
C/O Mohammed Khasim,  
Muslim Street, Kota(M), Nellore,  
Andhra Pradesh 524411.

**Dear Ms. Shaik Nigar Salma,**

This has reference to your application and the subsequent interview you had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Senior Systems Analyst
2. **Date of Commencement:** 03-FEB-2020
3. **Salary:** Your starting salary will be as per Annexure.
4. **Posting:** Initially, you will be posted at Bangalore. However, the Company reserves the right to transfer you to any other place / establishment of the Company either existence or which may come into existence, and on such transfer, the Rules and Regulations and the Terms and Conditions of the service applicable to such a place of Posting shall be applicable to you. Similarly, we reserve the right to assign additional / change of duty and transfer you to equivalent post in any other department.
5. **(i) Probation Period:** Six months from the date of joining. On completion of 6 months, your services will be confirmed, unless otherwise communicated in writing to you. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

- (ii) After confirmation, your employment is liable to be terminated by giving 2 months' notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are required to compulsorily serve the Organization unless the same is specifically relaxed or waived by the Company.
  - (iii) In case you leave our employment without giving notice, we shall have the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.
- 6. **Non-Compete undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company, you will not –
  - (i) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term “in competition with the Company” shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;
  - (ii) Induce any employee of the Company to leave the employment of the Company;
  - (iii) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company); or
  - (iv) Otherwise interfere with any business relationship of the Company
- 7. **Performance Appraisal:** During your employment you will abide by the organizations' policy on performance assessment and appraisal system(s). Consequent to this, you may be promoted or reassigned to other grades or roles. On such movement, you will be governed by the terms and conditions applicable to the new cadre or position. This includes the termination of employment, with the appropriate notice on either side.
- 8. **Retirement:** You are liable to retire on your attaining the age of sixty years. You could also be retired earlier, if you are found medically unfit.

9. **Consent for Background verification / Reference check & Authorization for Disclosure:** You are herewith giving full consent and authorization to the Company, and its representative or agencies they might appoint to verify information w.r.t your education, past employment, check criminal background & also carry out a drug / alcoholic test as required.

You would co-operate and support them or their representative / agencies to conduct enquiries as may be necessary, at their discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Govt. Establishments / Court of Law / Universities/ its clients or its representative / agency appointed by them. You hereby release all persons from any liability on account of such disclosures.

You will also have no objections if this information & findings is shared by the Company with Govt. Establishments / Court of Law/ Universities/ its clients based on need.

10. **General:**

- (i) You are a whole time employee of the company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the company, the copy right of the same shall rest with the company.
- (ii) You shall abide by the Rules and Regulations applicable to you, which are in force of as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.
- (iii) You shall keep us informed of any change in your present residential address, your civil status, and academic / professional qualifications. You shall keep the terms of your employment confidential.
- (iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

- (v) You have to undergo a medical examination by a Registered Medical Practitioner and the report has to be filled as per the enclosed format. The offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time.
- (vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice of compensation in lieu thereof.

11. **Validity of Offer:** This offer is valid for a maximum period of three days from the date of offer. Kindly return the duplicate copy of this Letter of Appointment duly signed, if you are in agreement with the terms and conditions set in above.

Yours very truly,  
for **Sonata Software Ltd**



**Minar R Mankame**  
**Senior Manager – HR**

I agree with the above terms and conditions.

I will be joining on ..03 - Feb - 2020.....

Signature : ..*Sk. Aliya Salma*.....

Date : ..08 - 01 - 2020.....

Encl:

1. Salary Annexure
2. Checklist of documents for joining.
3. Medical Report

## ANNEXURE

Figures in Rs.

Name	Ms. Shaik Nigar Salma	
Band and Level	B1	
Designation	Senior Systems Analyst	
Date of Joining	03-FEB-2020	
Monthly Benefits - A		
Basic		20000
HRA		10000
Conveyance Allowance		1600
Education Allowance		2000
Meal Allowance (Refer Note No.1)		2500
Supplementary Allowance(Refer Note No.2)		6916
Medical Allowance		1250
Advance Bonus/Ex Gratia		2500
Total Monthly		46766
Retirement Benefits - B		
Provident Fund (12% of basic salary)		28800
Gratuity (4.17% of basic salary)		10008
Total Retirement Benefits		38808
CTC - C (A+B)		600000
Other Benefits - D		
Hospitalization & Personal Accident Insurance Premium (Refer Note No.3)		6774
Total Cost to Company - TCC (C+D)		606774

### Notes:

1. Meal Vouchers can be opted for by the employee. In such event, Meal allowance will not be paid as part of Salary.
2. Supplementary Allowance includes LTA Amount as eligible for your Band. As and when you travel on leave and submit the expenses statement with supporting receipts, benefits of Sec 10(5) under the Income-Tax Act will be given to you.
3. Hospitalization Insurance Cover of Rs. 2 Lakhs p.a under the family floater cover (Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 5 Lakhs as per rules governing the same.

*The company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.*

Dear Candidate,

## Checklist of documents and information to be submitted on the joining day

Please ensure to bring the following documents on the joining day:

1. Compulsory documents without which we will not be able to onboard you
  - a. Copy of your last **Qualification** documents ( in case of Engineer and MBAs, please bring both)
    - i. Convocation Certificate. In case convocation certificate is not available, please furnish marks card for all the years.
  - b. Medical Report –in the prescribed form.
  - c. **2 Copies of PAN Card** – this is a confirmation of your Identity and date of birth and required for making salary payments
  - d. Copy of **Aadhar Card** – this is has become mandatory to remit your PF deductions
  - e. **Passport sized photographs** with white background – **5** in number
  - f. **Experience Certificates** to prove your tenure of experience in all organizations you have worked in. In case of absence of an experience certificate, please produce Employment letter and latest pay slip in the organization. If you are a fresher with no work experience, these documents are not required.
2. Documents and Information that are also required at the time joining or subsequently:
  - a. Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
  - b. Copies of any certifications and additional qualifications mentioned in your resume.
  - c. Details of your PF account number / UAN number, which needs to be entered in the PF declaration form.
  - d. Copy of **Voter Id or Driving license** – This is required if you are opting for meal card.

## **Quick Reference**

### **Guest House Accommodation**

Company guest houses are available in Hyderabad and Bangalore. New joiners can make use of the same for their initial stay (not exceeding 15 days). Please inform your respective recruiter for the booking before joining. Their stay can be extended based on availability in the guest house

Please note that HRA component of your salary will not be payable for the days of stay at the Guest House Accommodation in the guest house would be on a sharing basis. Please contact Admin Dept. at the time of vacating / need for extension.

### **Pre-joining medical check up**

All applicants need to get the pre-joining medical examination done prior to the joining date in the prescribed format as below. The format to be filled in by registered medical doctor of their choice. The report should be submitted on the day of joining without fail.

### **Background Verification**

Please note that Sonata does reference checks with the previous employers mentioned in your pre-employment application form. Reference check is to confirm the facts and the exact dates of your previous employment and the authenticity of the certificates. If we find any disparity or lack of authenticity in any of the certificates submitted by you at the time of reference check, appropriate action would be taken.

Applicants need to submit a copy of all their previous employment documents soon after their acceptance of the offer or latest at the time of joining. They will have to provide additional information for the checks, as and when required. The relieving letter from the current employer needs to be submitted on the day of joining, along with the other documents mentioned in the checklist.

### **Transportation Facilities**

We have tie up with BMTC for transport from the various pickup points in Bangalore to our Global Village office located below:

Sonata Software Limited  
RVCE Post, Mysore Road, Bangalore - 560 059.

The transport facility covers almost 80% of the areas in Bangalore and the current monthly cost would range from Rs.2300/- to Rs.2800/- depending on the distance. If deployed to the above office, transport can be availed of and the applicable charges would be deducted from the salary accordingly.

## MEDICAL EXAMINATION REPORT



Full Name \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age according to me \_\_\_\_\_

Previous illness if any \_\_\_\_\_

Family History \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Physical deformity \_\_\_\_\_ Blood Group \_\_\_\_\_

Small Pox \_\_\_\_\_ Re-vaccination \_\_\_\_\_

Tab \_\_\_\_\_ BCG \_\_\_\_\_

Operation done if any \_\_\_\_\_

Chest (Normal) \_\_\_\_\_ Expanded \_\_\_\_\_

Abdominal girth \_\_\_\_\_

Vision: With glasses \_\_\_\_\_ without glasses \_\_\_\_\_

Eye disease if any \_\_\_\_\_

Ear \_\_\_\_\_ Hearing defects if any \_\_\_\_\_

Nose \_\_\_\_\_ Nose defects if any \_\_\_\_\_

Throat \_\_\_\_\_ Teeth \_\_\_\_\_ Speech \_\_\_\_\_

Tongue \_\_\_\_\_ Tonsils \_\_\_\_\_

Heart sounds \_\_\_\_\_ Skin disease \_\_\_\_\_

Blood Pressure \_\_\_\_\_ Respiratory system \_\_\_\_\_

Liver \_\_\_\_\_ Spleen \_\_\_\_\_

Digestive system \_\_\_\_\_ Genital Urinary System \_\_\_\_\_

Urine Test \_\_\_\_\_ Sugar \_\_\_\_\_

Albumin \_\_\_\_\_ Nervous System \_\_\_\_\_

General build and constitution \_\_\_\_\_

Any other remarks \_\_\_\_\_

In view of the above, I consider the candidate fit / unfit for employment.

(MEDICAL OFFICER)

Place:

Date: