



Thursday, 11th August, 2022

JOB OFFER LETTER

Thamotharan C
North Street,
Gokilapuram,
Theni - 625 526.

Dear Thamotharan,

With reference to the discussions we had with you, we are pleased to offer you the job offer with the role of “Developer - Trainee” in Mallow Technologies Private Limited.

Your Annual CTC will be **INR.4,20,000/-**. The detailed pay structure is presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of the employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer is valid provided you complete our training and your degree course in this academic year 2022-2023.
- The notice period for both the company and you is 65 working days.

We look forward to your joining with us. If you have any clarifications or questions, please feel free to contact us. Kindly let us know your acceptance of the offer by replying to the email on or before **Saturday, 13th August 2022**.



Annexure A

SALARY DISTRIBUTION

Name : **Thamotharan C**
Designation : **Developer - Trainee**

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	9,774	1,17,288
House Rent Allowance	3,910	46,920
Mobile/Internet Reimbursement*	1,000	12,000
Special allowance	17,896	2,14,752
RETIRALS		
Company's Contribution of PF	1,800	21,600
Gratuity		5,640
Health Insurance		1,800
Total CTC	34,380	4,20,000

** Receipts are required to claim tax benefits.*

Retirement Benefits:

Provident Fund

You are covered under the Employee Provident Fund from your date of joining the organisation as an employee. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act. An equal amount will be deducted from your salary as your contribution towards the fund.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.



Health Insurance:

After completing the probation period at our company, You and your family(Spouse/Children) will be eligible for the Employee's Group Health insurance scheme (ICICI Lombard) for a sum insured of ₹ 3 Lakhs per annum.

Annexure B

The terms and conditions for your Training/Project internship are listed below:

1. Candidate's have to arrange their own and good working condition laptop during the training period. However during project internship, Laptop will be provided by company.
2. There will be 3 months training period followed by the project internship based on your availability. During the training period, you will be provided with assignments that has to be done and submitted by you. These assignments will help you develop a solid understanding of the platform fundamentals you will be working on in the future. With the support of a well-defined process, curated materials, and professional advice, you can accomplish the assignments and tasks.
3. The working model will be hybrid during the training period. You will have the weekly assessment during the training period. Based on your performance, you may be informed to come to the office regularly.
4. Upon completion of training, an interview will be scheduled to evaluate the skills that you have learned in your training period. Clearing that interview will be considered as successful completion of the training.
5. If you cannot complete the training successfully, you may be given another chance by extending your training period for genuine reasons.
6. On successfully completing the training, you will be absorbed as a project intern or Developer-Trainee based on your academic completion.
7. During the project internship, candidates should come to the office regularly, and as said above, the company will provide laptop.
8. During Project Internship, you will be provided with a stipend of INR.15,000/Month based on the number of days available for the work. But there won't be any stipend provided to candidates during training. Candidates should cover all their expenses, including travel, food and accommodation during training period.



9. We do not provide projects for individual students(final year). However, the students can generate a report or document about their training/project internship in our company to be submitted as their final report.
10. The working days are from Monday to Saturday and the working hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The first Saturday of every month will be a Holiday during your training/project internship period.
11. You will be allowed a leave of 1 day per month – including sick leave and personal leave during training and project internship.
12. Your performance in the training and project internship will also be taken into account in deciding your ability and further decisions.

The terms and conditions for your appointment are listed below:

1. Once appointed as an employee, you will be under probation, and upon successful completion of six months of probation your employment will be evaluated.
2. The working days are from Monday to Saturday during your probation period. The first Saturday of every month will be a Holiday during your probation period.
3. After successfully completing the probation period, working days are from Monday to Friday.
4. The list of holidays for every calendar year will be provided before the start of the year.
5. Our usual performance cycle will be in April, and you will be considered for salary revision after completing one year as employee with us.
6. The employees should put their best effort during business hours for the betterment of the Company. The Company encourages the employees to complete their responsibilities within office hours. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. However, working hours may be extended for individuals to complete their tasks as planned.
7. You will be allowed a leave of 1.5 days per month – including sick leave, personal leave and vacation. The unused leaves can be forwarded only to the next five months. Absence over and above the allowed leave will lead to loss of pay. Unapproved absence may lead to job termination.
8. During your employment with us, you are not allowed to engage in other business/employment directly or indirectly.
9. You will retire from the services of the Company on reaching your 58th birthday as per the proof of age submitted by you at the time of joining.



10. The acceptance of this offer implies you are bound by all the rules and regulations of the company.

General Terms:

1. The confidential details about the company's business and its data that are known to you are to be maintained secretly, and they should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement, which aims to protect the intellectual property rights and business information of Mallow Technologies Private Limited and its clients.
2. You are expected to maintain good conduct in and out of the office and maintain the Company's dignity, failing which may lead to disciplinary action and may result in a termination of your Job.

Regards,
HR Team
Mallow Technologies Private Limited