

OFFER LETTER

Date: 02 February, 2015

Ref Id: Ref/FSA/1657

Mr. Venkata Ravendra Kumar Gadamsetty

D. No. 13-4-3/1,

South Bazar,

Near Masjid, Kandukur,

Prakasam-523105,

Andhra Pradesh.

Sub: Letter of Appointment as Software Associate

Dear Venkata Ravendra Kumar,

With reference to the interview you had with us, we are pleased to inform you that **Fruition Software Application Service Pvt. Ltd.** has been pleased to appoint you as **Software Associate** under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from **23 February, 2015**.

2. Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your Annual Gross Salary is **Rs. 2,46,000/-** subject to deduction of Tax at source.

Compensation Structure		
Compensation Head	Monthly	Annually
Basic	10,250	1,23,000
House Rent Allowance	4,100	49,200
Conveyance Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	4,100	49,200
Fixed Compensation	20,500	2,46,000
Annual Bonus/Incentive Pay*		00
Cost to Company (Annual CTC)		2,46,000

3. Place of work

Your initial employment location will be Hyderabad. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. Working Hours

You will be required to work from Monday to Friday (9:30 A.M to 6:30 P.M) and also any reasonable additional hours that are necessary to fulfill your duties or as otherwise required by the employer.

5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of **Software Associate**, as more particularly laid out in the job description for this position. You have to report directly to the supervisor nominated by the management.

6. Probation, Confirmation & Termination

- a. You will be on probation for a period of **Three Months** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- b. During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with prior notice and without assigning any reason.
- c. Upon confirmation your services are liable to be terminated by the company after providing you notice or payment of basic salary in lieu thereof you should also be bound to provide the company with notice prior to resignation during which period you may have to actually work. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice.
- d. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:
 - You commit any breach of your duties and responsibilities under this contract of service.
 - You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
 - You commit breach of any of the terms of clause 8 of this appointment letter

7. Absence without Notice

Absent without leave or remaining absent beyond the period of leave original granted or subsequently extended, can result in voluntary termination of your employment without any notice

8. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You should not disclose such confidential/proprietary information to any third party and /or any unauthorized person. If in case you have ceased to be in the employment of this organization.

9. Employment Regulations

Whilst employed with the company:

- a. You should not under any circumstances, either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with the organization. You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company.
- b. You will have no objection to working extra hours in the morning and/or the evening, according to the requirements of the job.

- c. You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.
- d. The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.
- e. The Company will verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.

10. Date of Joining

You are required to join on **23 February, 2015**, following which this offer stands withdrawn. At the time of joining please submit the following documents in original (only for verification purpose), along with two photocopies of each:

- a. Id proof (Copy of passport / birth certificate / S.S.C)
- b. Academic Certificates
- c. PAN Card
- d. Four passport size color photographs
- e. For experienced: Last Company relieving letter/experience letter, latest salary certificate & payslips, 2(Two) references and Form-16.

11. Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

If you fail to intimate your acceptance within a week from the date of the appointment letter, i.e. **16 February, 2015**, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association

For Fruition Software Application Service Pvt. Ltd.,


Chinmayi Asthana
 Manager Human Resources
 Human Resources Department

Acceptance: I accept the appointment on the terms and conditions contained herein and will join for duty on **23 February, 2015**.

Signature : G. V. Ravendra Kumar
 Name : GADAMSETTY VENKATA RAVENDRA KUMAR
 Date : 23 / 02 / 2015