



APPOINTMENT LETTER

Date: December 13, 2019

**Mr./Ms Sangati Venkateswara
Guttalapai(V), Noothanakalva(P),
K V Palli(M), Chittoor(D),
Andhra Pradesh-517213.**

Dear **Venkateswara**,

Congratulations! With reference to your application and the subsequent interview, we have pleasure to appoint you as **Software Engineer**.

You are required to report at 10:00 AM on or before **December 20, 2019**.

The appointment will take effect from the date of your joining.

You shall be entitled to a compensation of **Rs. 3,50,016/-** per annum, in the manner set out under **Annexure-A** of this offer letter.

Working Days/Hours: Company's working hours shall be 10:00 AM to 6:00 PM including one hour for lunch/other break. Your working hours shall be changed based on the business requirement. Your work day shall be Monday to Friday or Sunday to Thursday as per the business requirement

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full-time work, without the consent of the company. Also this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

You will be initially placed at **Morcorp Solutions Pvt. Ltd.**, Hyderabad. However, your services are transferable to any Section/Department, Location, Office, Associate or Sister Concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any time at the sole discretion of Management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.

You will also be entitled to and governed at all times by the policies, procedures, regulations and rules of the Company in effect from time to time whether such policies are specified in the Letter of Appointment or elsewhere. Further the Company may modify or change or add such policies, procedures, regulations or rules whether related to your salary or otherwise.



Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.

The Company requires that you shall neither disclose nor divulge or make public, any information concerning the company's or its associate's interests, operations, plan, know how etc that you have come to know as an employee of the company, to any outside person or company, except on a legal obligation.

This appointment and its continuance are subject to your being and remaining medically (physically & mentally) fit. If so required, "**Morcorp Solutions Pvt Ltd**" may get this confirmed by our organization's Medical Officer or the Medical Practitioner approved by us.

The period of first six months from your joining duty will be considered as Probation period. During this period you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and unsatisfactory performance can lead to extension of probation period for another three months or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are intimated in writing about confirmation of your services.

You will be responsible for your own taxes and the company will deduct taxes at source from your salary as per the existing tax laws of India (only if applicable). Your salary will also be entitled for professional tax.

Either party may terminate the appointment by giving the other party three months notice in writing. Also, the company may terminate your services with immediate effect by paying three month's salary and allowances, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.



You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

You will be entitled to a number of working days for a calendar year comprising of 12 casual Leaves. This distribution and entitlement is subjected to change. Entitlement and utilization of earned Leave will be governed by the Factories Act. Entitlement of Leave is not the right to leave. Advance approval / sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

I acknowledge that I have read understood and agreed to the terms of employment outlined above and accept the offer of employment.

Name _____

Accepted _____

Date _____

From Morcorp Solutions Pvt. Ltd




Authorized Signatory



COMPENSATION SHEET

Breakup of Cost to Company [CTC]

SALARY DETAILS	MONTHLY GROSS	ANNUAL GROSS
Basic	10847	130164
House Rent Allowance	5424	65088
Conveyance Allowance	800	9600
Medical Allowance	1250	15000
City Compensation Allowance	5966	71592
Special Allowance	4881	58572
Cost to Company	29168	350016

Your remuneration will be subject to annual review for which the review dates are set by **Morcorp Solutions Pvt. Ltd.**

Information relating to your remuneration package is strictly confidential and hence requests you to maintain this confidentiality.