

February 07, 2018

## Offer cum Appointment Letter

Vijay Shettisadavarti,

With reference to your application and subsequent interview, we have pleasure in appointing you as an **Software Engineer** in our organization as per the terms and conditions mentioned hereunder. In case the following terms and conditions are acceptable to you, please return duplicate copy hereof conveying your acceptance. This appointment is effective from **February 26, 2018**.

The terms and conditions of the employment are:

### 1. Remuneration

Your remuneration in detail has been mentioned in the following salary structure table

#### Salary Structure:

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	8860	106320
HRA	4430	53160
CONVEYANCE	1600	19200
MEDICAL	1250	15000
CCA	3987	47844
SPECIAL ALLOWANCE	4873	58476
C.T.C	25,000	300,000

### 2. Duties and Responsibilities

Your duties and responsibilities shall be as assigned to you by the company from time to time. Your designation as well as your duties and responsibilities are liable to be changed at the discretion of the Management.

### 3. Transfer

Your services are transferable at all times to any of our works, offices, and Sister Concerns and client locations anywhere in India or abroad.

### 4. Confidentiality

During the term of this employment relationship, you will have access to and will get acquainted with various trade secrets of our company and / or our client. You agree that you shall not misuse, misappropriate, or disclose any of the trade secrets, directly or indirectly, or use them in any way, either during this employment relationship or at any time thereafter, except as required in the course of your relationship with us.

You acknowledge and agree that the names, address, telephone numbers and other information needed for communicating with the Employer's vendors, clientele, customers and other employees of Employer constitute trade secrets, and that the sale, unauthorized use or disclosure of any of Employer's trade secrets obtained by you during this employment relationship constitutes unfair competition. You are liable to be bound by the security and confidentiality agreement between Softinn and its clients.

#### **5. Compliance with Laws/Rules**

You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives, etc., and the modifications therein from time to time, affecting or concerning directly or indirectly the Company or its business and affairs, and in attending to the various duties assigned to you, from time to time you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government, as amended / modified from time to time, takes place.

#### **6. Other Work**

Your position is of whole time employee of the Company and you, shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (Part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the Company without written permission of the Management.

#### **7. Protection Of Interest**

If you conceive any new or advance methods of improving process/ formulae/ systems in relation to the operation of the company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

#### **8. Notice Period**

Your employment can be terminated by either side with a notice period of one month. On receiving notice, if in the opinion of the company it is prejudicial to its interest to continue employment during the notice period, the company may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.

#### **9. On Separation**

On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items. Any other asset of the company, furniture, vehicle, office equipment etc. Will either be returned to company or retained on payment of such money as the company may decide.

#### **10. Training**

If you are sent for training abroad, you will have to sign a bond for the period and amount which will be decided by the company as per its policy depending on the period of training, travel and other expenses/loss incurred.

## 11. Past Records

If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case your services are liable to be terminated without any notice.

## 12. Employment Rules

Your appointment, in all respect, is governed by the Employment Rules and Policies of the Company in force from time to time. You are advised to make yourself familiar with these Rules and Policies.

13. You could be currently posted at our office / client location anywhere in India.

## 14. Joining formalities:

At the time of your joining, please bring two copies of the following documents, which are essential for us to complete your joining formalities:

1. Certificates your educational qualifications along with mark sheets
  - a. 10<sup>th</sup>/SSC Certificate.
  - b. Under Graduation Certificate and mark sheets.
  - c. Graduation Certificate and mark sheets.
  - d. Master's Certificate and mark sheets (if applicable).
  - e. Any other certificates with supporting documents (if applicable).
2. Your relieving letter from your current, previous organization(s) (if applicable).
3. Valid passport Xerox.
4. PAN Card Xerox.
5. Four copies of your recent color Passport size photographs.

Welcoming you to **Accretion Info Systems** Family

For **Accretion Info Systems Pvt. Ltd**

  
**Shankar Gouda**  
**HR Manager**

## Declaration:

I have read the above terms and conditions of my employment carefully and have understood completely. I hereby accept the above terms and conditions.

**Signature of Employee**

**Date:**

**Place:**