



20<sup>th</sup> May 2019

**Letter of Appointment**

**To,**

Bhargav Sarma Yellayi  
Email – bhargav.yellayi@gmail.com  
Phone – +91 9500069261

**Dear Bhargav,**

We have pleasure in appointing you in our Company as “**System Specialist I**” based at Bangalore, or in such other capacity, that the Management shall determine from time to time.

**1. Date of Appointment**

Your appointment is effective from the date of joining which shall be as soon as possible but not later than **17<sup>th</sup> July 2019**. You are requested to report to below address for joining.

**BTL India Pvt. Ltd.**  
**Sigma Soft-Tech Park**  
**Delta Tower, First floor**  
**Whitefield Main Road, Varthur Hobli**  
**Bangalore 560066**  
**Ph: +91 80 49698686**

**2. Compensation Package**

You will be compensated with a package as detailed below. Your total compensation will be **Rupees 14, 40, 893 /- (Rupees Fourteen Lakhs Forty Thousand Eight hundred and ninety-three Only)** per year at starting of employment.

<b>BTL INDIA</b>		
	<b>INR / YEAR</b>	<b>INR / MONTH</b>
Basic Pay	481260	40105
Flexible components ~	893748	74479
<b>Total Fixed Package</b>	<b>1375008</b>	<b>114584</b>
Other benefits		
Yearly Gratuity (Approx)*	20052	
Annual Bonus (Variable)^	45833	
<b>CTC with variable benefits</b>	<b>1440893</b>	

~ All tax saving components per policy and employer + employee PF part included

\* As per Government norms

^ Variable based on company performance

**3. Components of Package**

Your Salary has following components. 1. Fixed compensation (Basic Salary + Flexible Salary) and 2. Variable annual benefits (Gratuity and Bonus). Note1: Employer and employee contribution to PF is included in the fixed compensation and will be deducted as per government rules. You are free to increase your voluntary PF (VPF) to any amount within the Package as you wish. Note2: The Bonus is a variable based on companies and individual performance

**Family Health Insurance**

You and your family (spouse, children and parents) will be covered under BTL group insurance. This is an additional benefit and not considered in above calculations.

**Gratuity:** You are eligible for gratuity per government rules



**4. Salary Review**

Your salary will be reviewed periodically as per the company policy. Your increments are optional and will be subject to and on the basis of effective performance and results.

**5. Work hours, Leaves and Holidays**

You are expected to be at work for 45 hours/week. You are eligible to get 24 leaves per year (2 leaves per month) which includes 12 days of earned leave and 12 days of casual/sick leave. In addition to this 10 public holidays shall be provided by the company in each calendar year.

**6. TAX**

Deduction of tax will be as per government norms.

**7. Other work**

Your position is a whole time employment with 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 (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the **Director** of the Company.

**8. Transfer**

You will be liable to transfer in such capacity as the company may from time to time determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

**9. Responsibilities**

In view of your office you must effectively perform to ensure results and you will be expected to work extra hours to achieve this whenever the job so requires.

**10. Travel**

You will be required to undertake travel on company work and you will be paid travel expenses for this, as per the company rules.

**11. Confidential Information**

You will not at any time, without the consent of the **Director** to disclose or divulge or make public except on legal obligation any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

**12. Protection of Interest**

If you conceive any new or advanced methods of improving processes / 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.

**13. Past Record**

If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, in such false, you will be liable to removal from services without any notice.



# BTL India Private Limited

180-E, Lane W-6B, Sainik Farms, New Delhi, 110062, India

## 14. Certificates

You are required to furnish copies of proof of age, educational qualifications and previous work experience.

## 15. Notice Period

This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover three months' salary in lieu of notice period.

## 16. Trade Secrets

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position and also compliant to laws and regulations. You shall not use any unauthorized/ pirated / illegal software's and or tools in your personal computer provided by the company to perform official work.

## 17. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.

## 18. Other Agreements

You are required to execute undertakings / Policy Acknowledgements / Agreements that may be required to be executed from time to time.

All the above terms and conditions are subject to company policy.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment at the bottom of this page.

Yours sincerely,

**(Jimmy Joseph- Director)**

I, \_\_\_\_\_ agree to accept employment on the terms and conditions mentioned in the above letter of appointment. Also,

I undertake to keep the information on my compensation and benefits confidential and agree to execute similar or other Undertakings / Policy Acknowledgements / Agreements that may be required to be executed from time to time and agree to abide by the same.

I understood that by signing this offer letter I am bound to serve the company for a minimum of three months (Notice period) as offered position is a permanent without any probation period.

I am aware that this offer will be valid only if I send my acceptance by signing below mentioned place within 05 days after I get this offer. In case of no response within 05 days company has the right to cancel this offer by mail intimation.

Date:

Signature:

Name: