

Date: 17 January, 2020

Offer Letter

To,

**Mr. Shridhar Reddy,
H.No: #15, Narayanpur, Near Laxmi Temple,
Basavakalyan, Dist. Bidar – 585327.**

Dear Mr. Shridhar Reddy,

We are pleased to inform you that following the selection process conducted for your appointment, you are hereby appointed as an “**MIS Executive**” at **TECHNOMOLD IT SOLUTIONS PVT LTD**, effective **03 February 2020**, under the terms and conditions outlined below:

1. Designation and Reporting

You will hold the position of **MIS Executive** and will report to the Human Resources department or any other person designated by the company from time to time.

2. Compensation Package

Your **Annual Cost to Company (CTC)** will be **INR 3,00,000/-**, subject to periodic review in accordance with company policies. A detailed CTC breakup is provided in the Annexure.

3. Place of Posting and Transfer

Your initial posting will be at **Bangalore**. However, during your tenure, you may be transferred to any of the company's offices, subsidiaries, or client locations within India or abroad, at the discretion of the management. Refusal to accept such transfer will be treated as voluntary resignation.

4. Working Hours

You will observe a **5-day work week**, totaling **40 hours per week**. Standard working hours are from **10:00 AM to 6:00 PM, Monday to Friday**, with a 30-minute lunch break. Depending on project needs, you may be required to work different shifts.

5. Annual Leave

You are entitled to **12 days of annual leave**, excluding **casual leave, sick leave, and public holidays**. For sick leave exceeding two consecutive days, a valid medical certificate must be provided. Refer to the company's leave policy for further details.

6. Conditions of Hire

This appointment is contingent upon the accuracy of the information you provided during the recruitment process. Any falsification of facts may lead to immediate termination. Appointment is also subject to satisfactory reference and background checks.

7. Terms & Conditions

This letter outlines general employment terms. You are required to adhere to all company policies, procedures, and regulations as communicated from time to time. Salary details must remain confidential.

8. Nature of Employment

This is a full-time position. You are not permitted to engage in part-time, full-time, freelance, or consulting work outside the company without written permission.

9. Background Verification

You consent to the company conducting background verification through an authorized agency. This offer is valid only upon successful completion of the verification process.

10. Probation Period

You will be on probation for **six (6) months** from the date of joining. This may be extended based on your performance. During probation, either party may terminate the employment by giving **15 days' notice** or payment in lieu thereof.

11. Training and Development

You may be provided with internal or external training programs to enhance your skills. The company may sponsor specialized courses at its sole discretion.

12. Code of Conduct

You are expected to abide by the company's code of conduct and sign any required confidentiality, non-compete, and non-disclosure agreements upon joining.

13. Secrecy and Confidentiality

During and after your employment, you must not disclose any confidential information related to company operations, systems, or client data to any third party by any means.

14. Termination of Employment

Post-confirmation, your employment may be terminated by either party with **45 days' written notice** or payment in lieu. In cases of gross misconduct, negligence, or breach of trust, the company reserves the right to terminate employment without notice.

15. Voluntary Abandonment of Service

Absence from work for **five (5)** or more consecutive working days without prior approval will be deemed as voluntary abandonment of services. The company reserves the right to remove your name from the rolls without further notice.

16. Misrepresentation or Falsification of Information

Any intentional misrepresentation, falsification, or omission of information during the hiring process, in official documents, or in any communication with the company will be treated as a serious violation. Such actions may result in immediate disciplinary action, including termination of employment, without prior notice.

17. Breach of Confidentiality

Employees are expected to maintain strict confidentiality regarding all company-related information, including client data, internal processes, trade secrets, and business strategies. Unauthorized disclosure or misuse of confidential information, whether intentional or accidental, will be considered a serious offense and may lead to disciplinary action, including termination and possible legal consequences.

18. Insubordination

Failure to comply with reasonable instructions or directives from supervisors or management, or showing disrespectful or defiant behavior, will be considered insubordination. Such conduct undermines the workplace environment and may result in disciplinary action, up to and including termination of employment.

19. Misuse of Company Property

All employees are expected to use company property, including equipment, systems, and resources, responsibly and solely for work-related purposes. Any misuse, damage, theft, or unauthorized use of company assets will be treated as misconduct and may lead to disciplinary action, including termination and potential legal recourse.

Particulars	Amount in Rupees	
	Per Month	Per Annum
Basic Salary	10000	120000
House Rent Allowance	5000	60000
Conveyance	1600	19200
Medical Allowance	1250	15000
City Compensation Allowance	1300	15600
Special Allowance	5850	70200
Total	25000	300000

20. Documents to be Submitted on Joining

Please submit **two (2) copies** of the following documents on the day of joining:

- Educational Certificates (10th, 12th, Graduation, Post-Graduation)
- Relieving Letter from your most recent employer
- Last 3 months' Salary Slips
- Experience Letters from previous companies
- Aadhar Card and PAN Card
- Bank account details (Cancelled cheque or bank passbook copy)
- Passport (if available)

- Proof of address (utility bill, rental agreement, etc.)
- Four (4) recent passport-size photographs

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions outlined above.

We welcome you to **TECHNOMOLD IT SOLUTIONS PVT LTD** and wish you a successful and rewarding career with us.

Yours Sincerely,
For TECHNOMOLD IT SOLUTIONS PVT LTD,



Ramya
Manager - Human Resources