



HR/Offer Letter/Feb-2021

February 16,2021

Mr.Ajith Kumar E

No.43, Sai Ram Homes,

Lakshmi Nagar,

Seneerkuppam

Poonamalle

Chennai-600056

Mr.Ajith Kumar E,

Sub: Offer of Appointment

We thank you for exploring career opportunities with Mobius Knowledge Services Pvt Ltd..

You have successfully completed our initial selection process and we take great pleasure in offering you the position of "**Trainee - Software Engineer**". This offer is based on your profile, relevant work experience and performance in the selection process. Your title is indicative of the vital role that you will be playing in Mobius Knowledge Services Pvt Ltd.. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

Your Compensation package would be as in Annexure 1.

We would like you to begin employment with us on or before **17-Feb-21** to our **Gateway Office Parks,Perungalathur,Chennai-600063** office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

This offer and your employment with Mobius is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effect joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

Mobius Knowledge Services Pvt. Ltd

Regd. Office : "Gateway Office Parks" Block - A1, 1st Floor, # 16, GST Road, Perungalathur, Chennai 600 063

Tel : +91 44 6600 5800 CIN.U72200TN2002PTC049583 Website: www.mobiuservices.com



The Company's business involves operating round the clock on all day. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.

This employment may be terminated by either party giving two months notice or two months gross pay in lieu of notice.

At the time of joining, photocopy of the following documents are mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer
- Relieving Letter from your previous employers
- Five passport size photographs
- Photocopy of your Aadhar Card
- Photocopy of your Permanent Account Number

Please sign and return to us the duplicate copy of this letter and Annexure as token of your acceptance. In case we do not receive any confirmation from you on or before the specified date, we shall be compelled to treat it as non-acceptance of our offer from your end and shall treat the offer as a declined offer. For further queries / clarifications, feel free to get back to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours sincerely,

For **Mobius Knowledge Services Pvt Ltd.**

A handwritten signature in black ink that reads "G. Dineshkumar".

Dineshkumar G

Director - Human Resource

Mobius Knowledge Services Pvt. Ltd

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Annexure-I

Compensation & Benefits			
Name	Ajith Kumar E	Exp.D.O.J	17-Feb-21
Designation	Trainee - Software Engineer	Band & Level	B1L1
1.Fixed Salary		Per Month(INR)	Per Annum(INR)
1.1	Basic	9,471	1,13,652
1.2	House Rent Allowance	4,735	56,820
1.3	Festival Bonus	789	9,468
1.4	City Compensatory Allowance	1,218	14,616
Gross Monthly Fixed Salary & Benefits		16,213	1,94,556
2.Employer Contribution			
2.1	ESI	527	6,324
2.2	Gratuity*	455	5,460
Cost to Company		17,195	2,06,300

* Payment of Gratuity shall be as per The Payment of Gratuity Act.