



MEGASOFT LIMITED

CIN : L72200TN1999PLC042730
Block 'A' Wing 1, Level 5 & 6, Cyber Gateway,
Madhapur, Hyderabad - 500 081.
Telangana, India.
Tel : +91 (40) 4033 0000; Fax : +91 (40) 4013 3555
website : www.megasoft.com

January 09, 2020

Saleemuddin Khan,
khansu2018@gmail.com

Dear Saleemuddin,

Congratulations!

Megasoft Limited is extremely pleased to offer you and invite you to become a member of its **TSG** Team as **DBA - Lead** in **Specialist** Band & Level **I**.

Your compensation package would be as mentioned in the **Annexure – A** to this letter. Your initial place of posting will be in **Hyderabad**, India.

Your employment with us will be governed by our terms and conditions as explained and accepted by you. As discussed, you are required to report to duty on or before **January 13, 2020** at our office. A formal letter of appointment setting out the terms and conditions, particulars of your remuneration, benefits etc will be issued to you at the time of your joining duty with us. You will also be governed by the rules and regulations in vogue and those that may change from time to time. **Reporting Time: 11.00 AM**

Please inform us your precise date of joining. While joining you are required to submit the following documents for our record.

1. Four self-photographs (**passport size, color photos with a white background**) and your dependant's photographs - 1 each.
2. Original academic qualifications certificates along with a set of photo copies. Originals will be returned to you after verification.
3. Original official statement of last drawn salary (Pay slip)
4. Relieving and Service letter from your past / present employers
5. Two photocopies of PAN Card - Please **ensure to provide your PAN No. immediately, failing which salary would not be processed and paid.**
6. Form – 16 from your previous employer
7. Proof of identity (copy of pan card or driving license or voter's id card)
8. Address proof (copy of passport or electricity bill or phone bill)
9. Aadhar Card

Your appointment is subject to you submitting the above documents. Non-submission of the documents within a month from the Date of Joining will render this offer / appointment null and void.



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As you are aware, we have aggressive growth plans for 2020 and beyond. We believe this offer represents the beginning of an exciting and satisfying career at Megasoft Limited and we will work together in building a world-class organization.

The terms and conditions of this letter will remain valid for one day and expires on January 10, 2020.

In line with our HCM Policy, please keep your salary details strictly confidential and personal to yourself only. Under no circumstances will you discuss it with anybody other than your HOD / HCM.

Appointment is being made on the basis of the information and details furnished by you in all the documents submitted by you during the Interview/ Recruitment process with us. If at any time, any information or detail furnished by you is found to be incorrect/inconsistent/inaccurate/false, Megasoft Limited may terminate your services without any notice and without salary in lieu of notice.

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

All the best **Saleemuddin** and welcome to Megasoft Limited!

For Megasoft Limited

Ramana Cheduluri

Executive - HCM Service Delivery

I accept the offer on this the _____ day of _____

Name:

Signature with date:



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Annexure - A		
Name	Saleemuddin Khan	
Band	Specialist	
Level	I	
Designation	DBA - Lead	
Component	Monthly	Annual
Basic Salary (BS)	24333	292000
House Rent allowance (HRA)	9733	116800
Transport Allowance	1600	19200
Children Education Allowance (CEA)	0	0
Reimbursements*	4700	56400
Professional Development Allowance (PDR)	2000	24000
Uniform Allowance (UA)	1250	15000
Medical Allowance (MA)	1250	15000
Food Coupons	2500	30000
Leave Travel Allowance (LTA)	4056	48667
Special Allowance (SA)	4237	50848
Gross	55,660	6,67,915
RETIRALS		
Company's contribution to Provident Fund		35040
Gratuity (GTY)		14045
BENEFITS		
Mediclaime Insurance Premium		13000
CTC		7,30,000
* Refer to the Company's policy.		
• Professional Development, Uniform Allowance, Medical expenses & LTA will be paid along with monthly salary however original bills need to be submitted to the Finance Dept, whenever asked for, for claiming tax exemption.		
• Food coupons would be distributed to Associates during first week of the following month.		
• Annual Floating Medical insurance coverage premium for self and maximum of five dependents (Spouse, Children and Dependant parents).		
• Gratuity is payable as per the Payment of Gratuity Act		
• Apart from the above, you are covered under Group Term Life Insurance.		