



Private & Confidential

Date: 07-12-2021

Punyavathi Gokina
Hyderabad
India

Dear Punyavathi,

Offer of Employment

We are pleased to offer you employment in the position of "Trainee Consultant-El" with Invenio Business Solutions (hereinafter referred to as "Invenio") with the date of joining as 06-06-2022.

1. Remuneration

- a) Your annual CTC would be **INR 4,50,000** per annum (Four Lakh Fifty Thousand Rupees). The details of the same are given in the attached Annexure.
- b) Your salary & other benefits, if any, shall be subject to deductions of all Government and local taxes, levies, contributions, etc. as required to be made under the law of land.
- c) All taxes on your income shall be paid by you.

2. Salary Revision

- a) Your remuneration will be subject to annual review, or at such times as may be appropriate. Invenio operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.
- b) You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

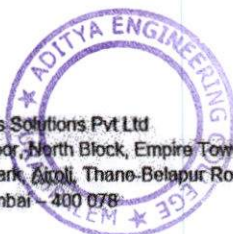
3. Place of Work

- a) Presently, you shall be posted at our office at Hyderabad. However, you are liable to be transferred to any location as decided by the management in the interest of the company.
- b) The management may place/transfer you temporarily/permanently in any unit/department of the company in or out of India as it may consider necessary at its discretion from time to time.
- c) You fully understand and agree that the nature of your employment requires you to frequently travel across various geographies (both domestic & international) in line with the project/organizational requirements

4. Working Hours

- a) You are expected to work for 9 hours which includes 1 hour of break. However, due to project requirements, employees may be required to work at different timings which may be prescribed by the manager from time to time.

Invenio Business Solutions Pvt Ltd
Wing B, 14th Floor, North Block, Empire Tower,
Reliable Tech Park, Airoli, Thane-Belapur Road,
MIDC, Navi Mumbai - 400 078



Telephone: +91 (0) 22 628 37777
Website: invenio-solutions.com
Email: info@invenio-solutions.com

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SURAMPAL - 533 437





confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company.

This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures, etc. belonging to Invenio Business Solutions and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company/customer.

11. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Invenio. Please send your acceptance to this offer per return mail by 09-12-2021. The validity of this offer is conditional upon receipt of your acceptance and joining on or before the respective dates mentioned herein.

If we do not receive acceptance and documents mentioned in Annexure I then this letter stands automatically canceled and withdraws.

On the day of your joining, you will be required to return the duplicate copy of the offer letter duly signed for our records.

Yours sincerely

For Invenio Business Solutions Pvt. Ltd.,


Bipin Pendyala
Chief Human Resource Officer

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join the service on or before the Date of Joining. Details provided in the joining form during or post-interview are accurate to the best of my knowledge.

Signature.....

Date




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ANNEXURE

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Invenio. The entitlements are subject to company policies/procedures/guidelines that may be issued/modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

2. These entitlements shall cease upon the termination of your employment with Invenio. These entitlements may also cease if you need to take a long-term personal leave of absence. You will need to check with your local HR team for details.

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic Salary	1,57,500	13,125
Invenio Benefit Plan		
House Rent Allowance	78,756	6,563
Leave Travel Allowance	60,000	5,000
Supplementary Allowance	1,15,944	9,662
Total Invenio Benefit Plan	2,54,700	21,225
Total Gross Pay	4,12,200	34,350
Retirals		
Employee PF Contribution	18,900	1,575
Employer PF Contribution	18,900	1,575
Total CTC	4,50,000	37,500

Food Coupon @ 2200/- per month is available on an "option basis". This amount is currently part of Supplementary Allowance.

Statutory Bonus @1800/- per month, is currently part of Supplementary Allowance.

3. The Company, at any time, reserves the right to review and restructure its Compensation Package.

4. Provident Fund/ Employee Pension Scheme

You will be required to subscribe to the Provident Fund scheme as may be applicable to you. The company will contribute 12% of your Basic salary toward this fund/ scheme.

5. Gratuity

Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of a minimum of five years of continuous employment with Invenio India.

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