



Contingency Offer Letter

February 27, 2018

Prakash Naidu Puppala,
Dr.No : 17-11-11/2, Revenue Colony, 5th Street,
Near Sambhamurthy Nagar, Kakinada, East Godavari District,
Andhra Pradesh - 533001.

Dear **Puppala,**

Congratulations! We are impressed with your performance in interview with us and the information provided by you in your employment application and during selection process. We are pleased to offer you employment with us as **Project Associate**. Your commencing remuneration will be INR. **240000 CTC** (Cost-To-Company) per annum.

This offer is valid for 2 days and stands nullified, if you do not confirm the acceptance of our offer letter within this validity period. If you accept our offer, please sign second copy of this letter as confirmation of your willingness to join, and provide us the date of joining within the validity period. Aptroid Consulting (India) Pvt Ltd. may revoke this contingency offer letter, at any time with or without written notice for any lawful reason. When you join us, you have to submit the required documents as per the annexure and sign the employment agreement. Your appointment is subject to verification of references, submission of all documents, and veracity of information provided by you.

Prior to your acceptance, HR Partner will provide you copies of employment agreement, salary structure and appointment terms. HR Partner and Delivery Head will also orient you about organization, its expectations about your deliverables and provide clarifications for any queries you might have. This offer will become valid only after your certify that you have been provided with all information about the employment you might be required / want to know.

We look forward to welcoming you to **Aptroid Consulting**.

Sincerely,

Date of Joining:

A. Narendran
Narendra Amarineni
Vice President - Operations

Prakash Naidu Puppala
Date:

Encl: Required Documents List



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SALARY STRUCTURE

Designation : Project Associate

Skill Level/ Grade: RC 4-3/ Team Member

CTC Per Annum	240,000
Performance Incentive	
Meal Card Opt-in +	No
Base Per Month MBC + Retirals	Base per Annum ABC + Retirals
20000	240,000

! Components in Salary structure are indicative and as applicable at this point of time. Components within base compensation might change. However, there won't be any change in the sub totals of base compensation, incentive and total of CTC.

+ Meal Card (food coupons) applicable at this point of time for those monthly base compensation is equal or higher than INR 50,000 PM at their option. It is part of the CTC.

Additional benefits and not part of CTC and applicable as per company policy

!Components	Monthly	Annual
Basic	8,000	96,000
HRA	3,200	38,400
Conveyance	1,600	19,200
Special Allowance	3,092	37,104
Exgratia	667	8,004
Medical Reimbursement	1,250	15,000
Meal Card +	-	-
Base Compensation (MBC / ABC)	17,809	213,708
PF Company contribution		11,520
ESI		10,152
Gratuity		4,618
Retirals Total		26,290
Gross Salary (base comp - meal card)	17,809	239,998
Less PF Employee Contribution	960	
Less Professional Tax	150	
Less ESI	312	
TDS*		
*Based on your investments		
Net Salary	16,387	
! Base (BC + Retirals)	20,000	239,998

Benefits

# Policy	Entitlement	Coverage-(INR)
Mediclaime – Health Insurance	You, Your Spouse & Your Children	250,000
Personal Accident Insurance	You	200,000
Life Insurance	You	427,416



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Declaration of Clarity

The Vice President-Operations

Plot No 573 – M- III, II – V Floors,

Sri Ram Chandra Arcade,

Jubilee Hills, Film Nagar, Hyderabad, Telangana 500033

Dear Sir,

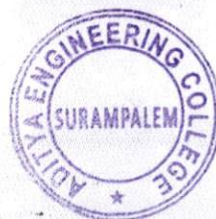
Declaration of clarity of employment aspects during recruitment process

With respect to your offer of employment with your organization as per contingency offer letter dated _____, I was explained the following aspects during my selection process by HR team and the delivery head.

1. My role and expectations are explained to me.
2. My remuneration is agreed at cost to the company but not at gross/ net or any other terms.
3. I have been given access to employment agreement, appointment terms and current salary structure at the time of offer.
4. I am aware that I need to agree to sign the employment agreement in the event of my acceptance of the offer.
5. I am aware that verbal assurances or implicit promises which are contrary to written communication will not be applicable for probation completion, promotions, salary revisions, internal transfers, etc with respect to specific time frame and amount.
6. I am aware that I have to acquire the required knowledge to take up my responsibilities with efficiency. I am aware that I will be provided formal training to acquire the required knowledge at the time of joining and will not be deemed fit for work allocation till I get certified. Further, I am also aware that from time to time, I have to attend training programs that equip me with requisite skills and get certified.
7. I am aware that my prospects in the organization which are discussed during selection process are meant for generic direction. I am aware that these possibilities are based on my performance and not as a promise with a specific date.
8. I am aware that annual salary reviews will generally happen in the month of April which are not automatic with respect to any amount and are based on performance.
9. I am also aware that my commencing remuneration and subsequent salary revisions, if any, are confidential and not to be shared with anybody who are not involved in the process except for legal and financial agencies.
10. I am aware that the joining bonus will attract the applicable taxes and relocation expenses will be reimbursed upon submission of the completed Relocation Assistance Form along with supporting documentation.
11. I am aware that the joining and relocation bonus will be processed as part of my first month's payroll and I am also aware that I have obligation to repay the entire amount of my joining and relocation bonus if I resign my position or are terminated for cause by the Company within 6 months of my start date.
12. I am aware that I have right to demand for any assurances made by anybody on behalf of the organization during the selection process to be recorded and provide the same to me. Further, I am aware that I can demand for all information I am required to know about the employment.
13. I am aware that I might have to work beyond work hours / times to meet business exigencies. Further I am also aware that I have to work in shifts that include night shift for which timings will be decided by my supervisor as per requirement.

I have completely understood and I am in total agreement with the above.

Yours truly,



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