



Aptroid Consulting (Indio) PVT. LTD.

Contingency Offer Letter

February 27, 2018

Navya Kamarasu,
24-4-5, Flat No:302 Vayutanaya,
Rajahmundry, East Godavari District,
Andhra Pradesh - 533103.

Dear Kamarasu,

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 you 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. Narendra
Narendra Amarineni
Vice President - Operations

Navya Kamarasu
Date:

Encl: Required Documents List

CIN No. U74999TG2017FTC119146



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SURAMPALEM, 533 497

Aptroid Consulting (Indio) PVT. LTD.

Plot No. 573 - M - III, II-V Floors, Sri Rom Chandra Arcade, Film Nagar, Jubilee Hills, Hyderabad - 500 033

Tel 040-3952 8181 | email info@aptroid.com | www.aptroid.com

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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Required Documents List

Prior to Joining:

1. Updated resume in required format
2. Test mail from official mail-id – if previously employed
3. Copy of resignation mail or acknowledged copy of resignation letter – If previously employed
4. Reconfirmation of joining date by mail

At the time of Joining:

The following copies of documents (**2 sets**) need to be submitted at the time of joining. Originals have to be presented for verification.

1. Educational certificates
 - a. SSC or equivalent
 - b. Intermediate or equivalent
 - c. Graduation or equivalent with marks memo(s)
 - d. Post Graduation or equivalent with marks memo(s)
 - e. Advanced Diploma, If any
 - f. Professional certifications, If any
2. Employment Record – For previously employed
 - a. Relieving letter from current organization
 - b. Experience letters from all previous employers
3. Financial & Legal documents
 - Previously employed:
 - a. Form 16 / Income certificate / Undertaking for current financial year.
 - b. Pay slips for 2 months
 - c. Salary account statement for 3 months
 - d. PF (NSSF) number
 - For all:
 - e. PAN card – If employee doesn't possess, must acquire it within 3 months of service.
 - f. Passport – If employee doesn't possess, suggested acquiring it within 1 year of service.
 - g. Proof of signature – Driving License / Passport / any legal document which bears the employee signature.
4. Other documents / Information
 - a. Health Fitness certificate from approved medical practitioner
 - b. Employment Agreement
 - c. Recent passport size photograph of employee – 7 Nos
 - d. Individual Stamp/Passport size photographs of immediate family i.e. spouse & children – 2 Nos each
 - e. Aadhar card copy of dependents i.e., parents, spouse & children.
 - f. Blood group of employee
 - g. Declaration of clarity of employment aspects during recruitment process.

A. Nataraj



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