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MACHINT

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18th December 2020

REF: MSPL/TO/Hyderabad/2019-2020

Mr. Jetty Vijay Gopal Reddy
S/O Jetty Kondal Reddy
H.No:- 3-55 adlur, kodad Mandalam
Gudibanda, Telangana- 508238
Mobile No: +91 8309752412
Email: kondalreddyjetti@gmail.com

Ref: Letter of Offer - Trainee to Permanent Hire

Dear Gopal,

We are pleased to offer you the **Software Engineer - Trainee** position with **Machint Solutions**, as a result of your successful interviews with us. Your commencement date would be on **or before 1st February 2021**. Any further changes, you will be given prior notice.

The initial 6-months duration will be considered as Trainee with Machint where in, you would be offered training to get you to the level of handling tasks independently.

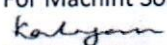
During the 1st year, your annual CTC compensation will be **INR 2.40 Lakhs** (Two Lakh Forty Thousand Indian Rupees only). A detailed salary structure with breakdown is enclosed in the **annexure below (page 2)** for your reference. Following the approval of your timesheets, the salary will be credited into your bank account on the last day of the month.

During this training period, your performance, commitment and work ethics will be assessed by the management, based on which you may be considered for a switch to full-time employment. On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company.

The working day comprises of nine hours between 9am to 6pm (Monday to Friday), including an hour lunch break. These timings are subject to change up on mutual agreement or based on the company's needs from time to time.

This offer of employment is contingent upon you successfully fulfilling the Academic background verification that the organization conducts whenever a new employee is inducted.

We look forward to welcome you on board with us at **Machint**, where we hope that you will enjoy our evolved environment with dynamic people, making a significant contribution to our business.

Yours Sincerely,
For Machint Solutions Pvt. Ltd.,

S Kalyan Chakravarty
Director

Checklist of Documents Required

We request you to share the softcopies of below documents to hr@machint.com within three working days along with offer acceptance. Also, bring the originals, on your date of reporting to Machint for verification.

*Please note that the below documents are mandatory for **Machint's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within Machint and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of Machint's appointment letter issued on Date of Joining to be signed by you on all pages
2	Passport (all pages – wherever the entries are made), if available
3	Income-Tax Permanent Account Number Card (PAN Card)
4	Passport size photograph – 02 nos.
5	10 th class mark sheet & certificate
6	12 th class mark sheet & certificate
7	Bachelor's degree mark sheets (all semesters)
8	Bachelor's degree certificate / convocation certificate (As Soon as received from university)
9	Master's degree mark sheets (all semester), if applicable
10	Master's degree certificate / convocation certificate, if applicable
11	Diploma mark sheets (all semesters), if applicable
12	Diploma certificate, if applicable
13	Any other certificates (Trainings/certifications obtained)
14	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only) -for Present and Permanent address proof
15	Blood group
1	Emergency Contact Number
6	
1	Biodata/Resume
7	

ANNEXURE

Your annual CTC breakdown is furnished as below:

Compensation Structure		
Name: Jetty Vijay Gopal Reddy	Designation: Software Engineer - Trainee	
Grade: M7	Location: Hyderabad	
	Monthly	Yearly
Fixed Components		
Basic	6000.00	72000.00
HRA	2400.00	28800.00
Medical Allowance	1250.00	15000.00
Conveyance	1600.00	19200.00
Spl. Allowance	2307.00	27684.00
Gross	13557.00	162684.00
Retairal Benefits		
Gratuity*	289.00	3468.00
Employer PF	720.00	8640.00
Employer ESI	434.00	5208.00
Variable Performance Bonus (VPB)**		60000.00
CTC	15,000.00	2,40,000.00
Regular Deductions		
	Monthly	Yearly
PT	150.00	1,800.00
PF	720.00	8,640.00
ESI	100.00	1,200.00
Total	970.00	11,640.00
Other Deductions		
	Monthly	Yearly
Health Insurance**	Variable	Variable
Income Tax	As applicable	As applicable
Total	-	-

**Gratuity is Payable as per Payment of Gratuity Act*

***Variable Performance Bonus (VPB) will be paid at every financial year end based on Individual performance and on successful completion of one year.*

NOTE: If you do not confirm your acceptance within three working days, this offer will be withdrawn. Please write to hr@machint.com with your acceptance and confirmation on Date of Joining.

I accept the offer. The date of joining is -----

Jetty Vijay Gopal Reddy

Date: