

**HYD/2018/OFE-1082**

**15<sup>th</sup> November 2018**

**OFFER FOR EMPLOYMENT**

**Ms. Potu Pavani,  
Sai nikitha women hostel,  
western hills colony, Jntu,  
Hyderabad - 500072.**

**Dear Pavani,**

With reference to the discussions that we had with you, we are pleased to appoint you as **Trainee Engineer** in TEKsystems Global Services. Your place of posting will be **Hyderabad**.

Your Annual Total Compensation (CTC) will be **INR 3,00,000/-** The break-up is mentioned below.

Your appointment will be governed by the terms and conditions of employment presented in appointment letter.

Your compensation is highly confidential and if the need arises, you may discuss it only with Recruiter/HR/Finance Manager/Reporting Manager.

We request you to join us on or before **19<sup>th</sup> November 2018**.

Please note that this offer for appointment is subject to satisfactory professional reference checks.

At the time of joining, Please submit the following documents, after acceptance of the offer for the reference check.

1. Signed copy of Offer Letter.
2. Photocopy of Passport, Training certificates, mark sheets in support of your Educational qualifications from 10th grade till highest degree.
3. Relieving letter or Resignation acceptance letter from your previous employer, Offer/Appointment Letter, Last drawn Pay slips, revised salary certificates.
4. Experience Certificate from all the Previous Employers.
5. Soft copy of your photo with plain/white background.

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**TEKsystems Global Services Pvt. Ltd.**

Regd. Office: Wing 2, Level 3, Block C, Cyber Gateway, Hi-tech City, Madhapur, Hyderabad 500 081, Telangana State, India,  
T : +91. 40. 3011 3333.

6. Copy of Pan Card.
7. Form 16 of the previous company till the last working month, Tax Savings declaration form (Investment Plan) (If Any).
8. Contact Details of reporting Manager and HR Manager.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us including the required documents & Details for Reference Check.

Yours sincerely,  
**For TEKsystems Global Services (P) Ltd**



**Srivatsa Hullahalli Nagarajaiah**  
**Director of Recruiting**

I accept the offer on the terms and conditions and shall report to work on.....

Name: **Potu Pavani**  
Date:

Signature:

**Salary Annexure**

<b>Annexure A</b>				
<b>Break Up Particulars</b>	<b>Per Month</b>		<b>Per Annum</b>	
	<b>Option-1</b>	<b>Option-2</b>	<b>Option-1</b>	<b>Option-2</b>
	PF 12% on basic	PF minimum		
Basic	11250	11250	135000	135000
House Rent Allowance	4500	4500	54000	54000
Food Coupons (Optional)	2200	2200	26400	26400
Telephone Allowance (Optional)	1000	1000	12000	12000
Provident Fund-Employer	1350	1800	16200	21600
Family Health Insurance (E+5 dependents-Optional for dependents)	1206	1206	14472	14472
Special Allowance	994	544	11928	6528
Fixed Salary (A)	<b>22,500</b>	<b>22,500</b>	<b>270000</b>	<b>270000</b>
Performance Bonus payable along with Sept & March Salary (B)			30000	30000
<b>Total CTC (A) + (B)</b>			<b>300000</b>	<b>300000</b>

**Annexure B:**

**1. Leave Policy:**

**Types of Leaves:**

- Earned Leave: 1 day/month
- Casual Leave: 0.5 day/month
- Sick Leave: 6 days/year

**Note:** ELs can be carried forward. A total of 30 leaves can be accumulated. Unutilized ELs can be encashed at the time of separation. For all new hires if they join up to 15<sup>th</sup> of the month then a credit will be given for that month and after 15<sup>th</sup>, there's no credit. Sick leave availed for more than 2 days has to be supported with a medical certificate.

**2. Insurance Details: Our Insurance provider is The New India Assurance Company Limited, below are the details of the coverage we offer.**

- Sum Insured Rs.3,00,000.
- 5 Dependents include - Parents/Spouse/Children/In-laws (Employee + 5)
- Require 24 hours hospitalization.
- Cash less facility for network hospitals is available.

**3. Background verification:** This offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, drug tests, credit checks, criminal record checks and approval of your employment/immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.