

April 23, 2021

Yaswanth Sai  
[yashwanth130799@gmail.com](mailto:yashwanth130799@gmail.com)  
+91 7997088828

Dear Yaswanth Sai,

**Sub: Letter of Offer**

With reference to your application and subsequent discussion you had with us, we are pleased to offer you a position of 'Trainee' in our organization.

1. Your CTC (Cost to the Company) will be Rs.2,40,000/- (Rupees Two Lakh Forty Thousand) per annum inclusive of all allowances, refer to Annexure - I.
2. Your compensation will be revised after 6 Months, subject to completion of your training and performance.
3. You are required to commit a minimum duration of 18 months of service from the date of your joining with the organization.
4. A detailed appointment letter will be issued upon your joining with the company and upon furnishing the documents as per check list provided in the following page.
5. Your date of joining is on **26<sup>th</sup> April 2021** and you are requested to report at 10 A.M, Waverock Gachibowli

Innominds Software SEZ India Private Limited.  
Building No. 2.1, 4th Floor, Waverock, Survey No.115,  
TSIIC IT / ITES SEZ, Nanakramguda Village,  
Serilingampally Mandal, Hyderabad – 500008

**We look forward for a long-term association!!!**

Thanking you,  
**Pallavi Garimella**  
Director – Human Resources

Continued.....

**Innominds Software SEZ India Pvt Ltd., Survey No.115 (Part), Waverock, Nanakramguda Village,  
Serilingampally Mandal, Hyderabad - 500038, [www.innominds.com](http://www.innominds.com)**

## Check - List

You are requested to bring the following documents in original along with a copy of each on the date of your joining.

- a. Certificates supporting your educational qualifications starting from SSC to your highest degree along with mark sheets.
- b. Schooling certificate (SSLC/ICSE) mandatory in support of your age or Birth Certificate
- c. 4 colored passport size photographs latest (with white background)
- d. Valid Passport
- e. PAN card
- f. Aadhar Card

**Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.**

At any time, company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to co-operate with the company representatives, your offer will be terminated immediately.

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## Annexure - I.

Yaswanth Sai

[yashwanth130799@gmail.com](mailto:yashwanth130799@gmail.com)

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<u>Salary Structure</u>	<u>Per Month</u>	<u>Per Annum</u>	<u>Pay period</u>
Cost-to-Company (CTC)	20,000	240,000	
Monthly Earnings: -			
Basic Pay	7,200	86,400	Monthly
House Rent Allowance	2,880	34,560	Monthly
Leave Travel Allowance	1,000	12,000	Monthly
Provident Fund	1,800	21,600	PF Account
Employee State Insurance	561	6,732	ESI Contribution
Gratuity	346	4,152	Gratuity Account
Statutory Bonus	583	6,996	Monthly
Special Allowance	3,630	43,560	Monthly
Performance Linked Pay (Variable Pay): -			
Company Performance Linked Pay @ 5% on CTC	1,000	12,000	Monthly
Individual Performance Linked Pay @ 5% on CTC	1,000	12,000	Monthly
<b>Total CTC</b>	<b>20,000</b>	<b>240,000</b>	

### I. Optional Benefits

i) Group Medical Insurance - Rs.2,00,000 pa covering self+spouse+2kids (Floater) and parents. GMC is an optional benefit and payable by self, also you have top-up facility till Rs.5lacs

### II. Employer Benefits

- i) Group Personal Accident - Rs.10,00,000 pa for self
- ii) Group Term Life – Rs.10,00,000 for self

**III. Eligibility for bonus:** Every eligible employee shall be entitled to be paid bonus in an accounting year, in accordance with the provisions of this Act, provided he/she has worked in the establishment for not less than thirty working days in that accounting year.

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