



Ref: SSL/HR /APPT/19/9b7839f2-3c1b-4d3f-b720-25f7ce79c0c5
1/24/2020

Anuradha Sanjeev kareppagol

kareppagolanuradha@gmail.com

Kodenest

Dear Anuradha Sanjeev kareppagol ,

This has reference to your application and the subsequent interview you had with us. We are pleased to appoint you in our organization on the following terms and conditions.

- 1. Designation: Trainee Systems Analyst**
- 2. Date of Commencement:** To be intimated later
- 3. Salary:** Your starting salary will be as per Annexure A.
4. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
5. During the period of training, you will be paid a consolidated compensation as per Annexure A. Please note that these are the figures for the current period and are subject to revision(s).
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

Date :

Enclosures:

1. Salary Annexure A
2. Checklist of documents for joining.

cc : Accounts

ANNEXURE A

Figures in Rs.

Name	Anuradha Sanjeev kareppagol
Grade	ETG
Designation	Trainee Systems Analyst
DOJ	To be intimated later

Monthly Benefits (Figures in Rs.) – A	
Basic	6,000
HRA (Refer Note No.1)	3,000
Conveyance Allowance	1,600
Education Allowance	2,000
Meal Allowance (Refer Note No.2)	2,500
Medical Allowance	1250
Advance Bonus/Ex Gratia	500
Supplementary Allowance	1105
Total Monthly	17,955
Annual Retirement Benefits - B	
Provident Fund (Refer Note No.3)	21,535
Gratuity (4.17% of basic salary)	3,002
Total Retirement Benefits p.a.	24,538
Cost To Company per annum - C	2,40,000
Other Benefits - D	
Hospitalization & Personal Accident Insurance Premium (Refer Note No.4)	5,220
Total Cost to Company - TCC (C + D)	2,45,220



Private & Confidential

KodNest

15th April 2019

Sub: Offer Confirmation Letter

Dear Anuradha,

We are pleased to extend you an offer with KodNest as “**Trainee**” following your selection in our CSR DRIVE under the following terms and conditions:

TERMS AND CONDITIONS

- 1. The trainee is entitled to the unified course provided by Kodnest and shall utilize all the facilities provided by us to their fullest potential.**
- 2. The Trainee shall abide by the rules and regulations of Kodnest and strictly adheres to it, failing to do so will lead to termination of the candidature.**
- 3. The trainee shall actively participate in all the placement drives and opportunities matching the criteria which is provided by KODNEST through various means without missing them and ensuring a pre approval is taken in case of emergency situations.**
- 4. Kodnest shall not charge the trainee who are selected through the CSR program and there is no fees or any kind of charges that needs to be paid to KODNEST.**
- 5. You shall be required to provide the Company 2 copies of all documents and information as per the verification policy.**
- 6. KodNest reserves the right to terminate your Training without notice on grounds of breach of policy, misconduct or disciplinary grounds.**

7. Absence for a continuous period of five days without prior approval of your supervisors (including overstay on leave/ training) can lead to your Training opportunity being terminated without notice.

8. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to pay any amount in lieu of notice.

The start day of your training shall be communicated to you all in the next mail and request those selected to get mail copy for reference purpose as this shall act as your entry card.

Kindly sign and return a copy of this letter.

We welcome you and wish you every success in your career with KodNest.

Confidentiality policy

- All documents provided by the company must be kept confidential except in case of legal advice.

Sincerely

For Kodnest

Akash Pandey
CEO & Founder

Accepted

(Signature of the Candidate)

ANNEXURE 1:

List of documents Copy to be submitted,

- 1 Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
- 2 Copy of passport (First and Last Pages)
- 3 Two (2) passport size photographs
- 4 Copy of the PAN (permanent account number) Card, self attested.