



Ref: SSL/HR /APPT/19/f01ef7a8-a575-4357-b302-784fa6600356

1/27/2020

Aruna Chougala

arunachougla@gmail.com

ABC For Technology Training

1133B 1st Floor and 2nd Floor 30 Feet Service Road

Hampinagar Bangalore

Karnataka-560040

Dear Aruna Chougala ,

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.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the

Company to others.

13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering/MCA degree with a minimum aggregate of 60%/70% and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.
14. **Posting:** Initially, you will be posted at Bangalore. However, the Company reserves the right to transfer you to any other place / establishment of the Company either in existence or which may come into existence, and on such transfer, the Rules and Regulations and the Terms and Conditions of the service applicable to such a place of posting shall be applicable to you. Similarly, the Company reserves the right to assign additional / change of duty and transfer you to equivalent post in any other department.
 - i. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.
 - ii. After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.
 - iii. In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.
16. **Non-Compete Undertaking** - During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company, you will not:
 - a. Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;
 - b. Induce any employee of the Company to leave the employment of the Company;
 - c. Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company); or
 - d. Otherwise interfere with any business relationship of the Company
17. **General:**
 - i. You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

- ii. You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.
- iii. You shall keep us informed of any change in your present residential address, your civil status, and academic / professional qualifications. You shall keep the terms of your employment confidential.
- iv. Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.
- v. Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.
- vi. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice of compensation in lieu thereof.

18. **Validity of Offer:** This offer is valid for a maximum period of three days from the date of offer.

Kindly return the duplicate copy of this Letter of Appointment duly signed, if you are in agreement with the terms and conditions as mentioned.

Looking forward to a long and fruitful association with you.

Yours very truly,

For **SONATA SOFTWARE LIMITED,**

Minar R Mankame

Senior Manager-HR

I agree with the above terms and conditions.

I will be joining on :

Signature :

Date :

Enclosures:

1. Salary Annexure A

2. Checklist of documents for joining.

cc : Accounts

ANNEXURE A*Figures in Rs.*

Name	Aruna Chougala
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

1. Meal Card can be opted for by the employee. In such event, Meal allowance will not be paid as part of Salary.
2. Supplementary Allowance includes LTA Amount as eligible for your Band. As and when you travel on leave and submit the expenses statement with supporting receipts, benefits of Sec 10(5) under the Income-Tax Act will be given to you.
3. This is the Employer's contribution towards Provident Fund. It is calculated at 12% of the Monthly Benefits less HRA. There will be an equal deduction of monthly PF amount from the employee's side as per the Employee Provident Fund Organisation rule. This is a savings scheme for employees mandated by the government.
4. Hospitalization Insurance Cover of Rs. 2 Lakhs p.a under the family floater cover Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 5.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 5 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

SEZ UNIT-2, PRODUCTION BLOCK-2, SY. NO. 12/1, MYLASANDRA VILLAGE, SEZ GLOBAL VILLAGE, OFF MYSORE ROAD, RVCE POST, BANGALORE- 560059
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REGD. OFF: 208, T.V. INDUSTRIAL ESTATE, S. K. AHIRE MARG, WORLI, MUMBAI – 400030, INDIA

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