



Ref No: Bangalore / India /Oct-19
Dated: 21-Oct-2019

Ms. **Tejashwini Patil**
A/P : Ammanagi
Tal : Hukkeri
Dist : Belagaum - 591236
Mobile : +91 9380068009

Sub: Offer cum Appointment Letter

Dear **Tejashwini**,

We have great pleasure in welcoming you to join us as "Associate Software Engineer". Your appointment takes effect from **21-Oct-2019**.

1. Your Salary structure (in INR) is shown in "**Annexure 1**- Salary Structure"
2. Tax Liability: The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.
3. Professional Ethics: You need to follow company's Code of Conduct and you are requires to deal with the Company's assets, information and documents with outmost honesty and sincerity. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.
4. Confidentiality of Information: You are expected not to divulge any information regarding Confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of SSDB Tech Services Pvt Ltd. To this effect, you will be expected to sign an Agreement of Non-Disclosure with the Company. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.



5. Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by the Company's policies and rules regarding Appraisal, Rewards & Recognition, Annual, Leave, Misconduct, Indiscipline or/and other matters.
6. Place of Work: your current base location would be Bangalore however location will get changed according to the company's requirement that will be communicated as in when required.
7. Notice Period: Either party can terminate this offer by giving 60 days notice. However in the event of any discrepancy or untrue information found in your application/ resume, willful neglect of your duties, breach of trust, indiscipline or any other serious dereliction of duties that may be prejudicial to the interest of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever. In case you leave the company within one year of joining all expenses incurred by the company on relocation, joining bonus and settlement expenses shall be reimbursed by you to the company

Please sign the duplicate copy of this appointment letter and return to us as your acceptance of the appointment and terms/conditions contained herein.

You are required to bring all documents as described in the attached **Annexure 2** on or prior to the date of your joining.

We feel proud to have a professional of your stature as a member of the SSDB and wish you a learning oriented, productive and rewarding career with us.

Sincerely Yours,

Sunil Singh
Director

I accept the above terms and conditions of service.

Name: **Tejashwini Patil**

Signature: _____

Date: _____



Annexure 1 - Salary Structure

Name: Tejashwini Patil

Designation: Associate Software Engineer

Location: Bangalore, Karnataka.

Salary	Basic	96,000	8,000
	HRA	38,400	3,200
	Conv	19,200	1,600
	Medical	15,000	1,250
	LTA	5,760	480
	Special Allowance	6,120	510
	Total	1,80,480	15,040
PF	PF Deduction Employer	11,520	9,60
	CTC	1,92,000 /year	16,000 /month



ANNEXURE 2

At the time of joining you are required to submit a copy of the following to the company:

1. Recent Passport size photographs (2 copies) and stamp size (one copy).
2. Blood group details
3. Copies of all your Educational Qualifications (Originals for verification)
4. Original relieving letter and service certificates from your previous employers
5. Relieving letter and Service certificate from your immediate past employer
6. Proof of age (SSLC Marks Card, birth certificate, passport)
7. Copy of your Passport
8. Copy of your PAN CARD
9. TDS certificate / Form 16 from your previous employer