



Date: 29-Jan-2020

Ref. No.: RT1/EEI/1920/0539

Ms. Akkamahadevi Shivappa Halagaravut
D/o Mr. Shivappa Halagaravut
Taluk Hukkeri, Kumi, Belgaum – 591 221

Dear Akkamahadevi

We are delighted to submit to you this offer for appointment as **Trainee Test Engineer (Band – B)** of our team at Robosoft Technologies Private Limited. This offer letter enlists the principal terms and conditions of this employment offer. You are expected to join on **03-Feb-2020**.

Under the terms of this offer:

You shall be on probation for a period of **six** months from the date of joining. Subject to satisfactory performance, the Company will confirm your position at the end of the probation period. However, the Company reserves the rights to further extend your probation for a maximum of another six (6) months, if required

Your remuneration on a cost-to-company basis (inclusive of benefits such as the Company's contribution to Provident Fund, Gratuity, Variable Pay etc.) as discussed with you is provided in Annexure-I.

The Company reserves the right to change the position for which you are being hired and/or your duties. Your initial place of work shall be the Company's office situated at **Udupi**, but you may be required to work in any other place as decided by the Company.

Your employment with the Company will be subject to (i) all terms and conditions which will be detailed in the letter of appointment, which will be issued to you on your date of joining the Company or earlier once you have accepted this offer and (ii) the terms and conditions set forth in the Service Rules of the Company as amended from time to time.

As an employee of the Company, you will have access to certain Company confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of the Company, or its parent or subsidiary companies, or that of its customers or partners. You will need to sign the Company's letter of appointment as a condition of your employment on the day of joining as well as a separate Non Disclosure Agreement. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers, if any. Also, you represent that you are not subject to any restrictions that prevent you from working for the Company.

This offer of employment is subject to the following conditions:

- a. You being found medically fit pursuant to the detailed medical check up to be carried out at Company approved hospital/ clinic;
- b. The Company obtaining a satisfactory feedback from the reference checks carried out by it and/or background verification conducted through an external agency; and

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Robosoft Technologies Private Limited

217, NH 66, Santhekatte, New Udupi - 576 105, India • Tel: 91 820 2593930 • info@robosoftin.com • www.robosoftin.com
Corporate ID No.: U72900KA2000PTC027961

c. All information and data furnished by you to the Company, based on which this offer of employment is made, being found true and correct.

This offer letter is also subject to your executing a Service Agreement for 36 months, in the prescribed proforma with our Company, on successful completion of your academics and before joining our Company. A copy of the said proforma is available with our HR personnel for your review

We look forward to you becoming a part of the Company. Please confirm your acceptance of this offer by signing and returning one of the original offer letters before **31-Jan-2020** after which time this offer will be considered to have been withdrawn by the Company without further notice to you.

You are expected to produce, before joining, a set of documents as mentioned in Annexure-II. Any pending documents are required to be submitted on the date of joining.

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Best Regards,


Shylaja Rao
Chief Operating Officer

I accept the Offer as outlined above

[Signature]

[Name]

[Date]

ANNEXURE - I

Your Compensation Package, on CTC (Cost to Company) basis, shall be Rs 260,000, per annum, as detailed below:

Sl No.	Component	Amount in Rupees per annum	Description
1	Basic Salary	180,000	Paid monthly
2	House Rent Allowance	1,000	Paid monthly
3	Conveyance Allowance	3,000	Paid monthly
4	Medical Re-imbursement	3,000	Paid monthly
5	Food & Refreshments	-	Paid monthly by meal coupons
6	Leave Travel Allowance	3,000	Paid monthly
7	Other Allowance	745	Paid monthly
	Annual Gross Salary (Total of components 1 to 7)	190,745	
8	Provident Fund (Employer's Contribution)	21,600	Employer's contribution paid monthly
9	ESI	6,199	Employer's contribution paid monthly
10	Medical Insurance Premium	6,802	Paid directly by the Company
11	Gratuity	8,654	Paid directly by the Company
	Total Fixed	234,000	
12	Variable Pay – Part I	26,000	Paid at the end of the year based on Individual performance
	Total CTC per annum	260,000	

Group Medical insurance coverage is Rs. 3,00,000 per annum.

Statutory deductions at applicable rates, towards EPF, Professional Tax, Income Tax and any other taxes as applicable shall be effected from the monthly gross salary.

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Yours sincerely,


Shylaja Rao
Chief Operating Officer

I accept the Offer as outlined above

[Signature]

[Name]

[Date]

Annex II

List of documents to be brought on the date of joining

1) Identity & Address Proof:

- a. PAN Card
- b. Aadhaar Card
- c. Passport
- d. Voter ID card or Driving License or Ration Card

Two sets of photo-copies of the above documents required

2) Academic Records:

- a. Bachelor's Degree Certificate + Final Mark List
- b. 12th Standard/PUC Mark List
- c. 10th Standard Mark List
- d. PG Degree/Diploma / Any other relevant Degree Certificate + Final Mark List (if applicable)

3) Records of previous Work experience

- a. Work Experience certificate from all past employers
- b. Relieving letter from the immediate past employer
- c. Appointment Letter from the immediate past employer
- d. Pay-slips for the past 3 months

One set of photo-copies of all the above documents in SI 2 and SI 3.

4) 10 Passport size + 1 Stamp Size Photos

5) For reference and antecedents' verification:

Contact details of 2 senior team members (lead/managerial level or above)/ HR officials from your immediate 2 past companies (In case you have worked only in 1 company, please provide 2 contacts from the same company)

- i. Name
- ii. Designation
- iii. Email address
- iv. Mobile Phone number