

To : Laxmi Mohan Karoshi
E-Mail : laxmikaoshi25@gmail.com
Mobile : 9916632694

Date : 14 April'2021

Dear Laxmi Mohan Karoshi,

We at **NTT DATA Business Solutions Private Limited** are pleased to offer you the position of **Software Test Engineer**. Your base location will be **Bangalore** and you will report directly to **Practice Manager** based in **Hyderabad** India. Your employment will begin on or before **19 April 2021**. On the day of your joining you shall obtain your laptop / Desktop along with submission of your paperwork. Please note that your employment with us does not commence until the employment agreement is executed.

The terms and conditions of this offer are as follows:

- You are eligible for a total cash compensation of **₹ 3,00,000 (Rupees Three Lakhs Only) on an annual basis**. Please note that incase if you choose to leave the organization, you are required to provide 30 days of advance notice. Please contact us with any questions on the compensation structure. Also, note that the fact that we have quoted your package in annualized terms does not guarantee a specific term of employment.
- Paid Time Off - Employees receive **24** days off each calendar year as per below.
 - 6 Casual Leaves, 6 Sick Leaves and 12 Privileged Leaves (PL's). PL's would be accrued quarterly on a Prorated basis.
- Holidays (Company recognized holidays as per Holiday calendar published and 2 Optional holidays).
- PF - Eligible to participate in PF plan effective first date of employment if applicable.

Please be advised:

- Required to provide documentation regarding your current compensation.
- NTT DATA Business Solutions Private Limited holds the right to change any policy mentioned in the employment agreement.
- Employment commencement is subject to successful background check. Also if at any point of time it comes to our notice that any information provided was wrong or falsified, NTT DATA Business Solutions Private Limited reserves the right to terminate the employment.
- Employee will be based in **Bangalore**, but the company may require him/her to work at other company locations and on customers sites both, inside or outside India. The company will seek to give him/her reasonable notice of extensive travel requirements. In case of long-term project the specified base location might change.
- During the period of Employment, the Employee is required to travel in connection with the employee's duties and responsibilities. Since the Company provides services to clients across the globe, the employee shall be flexible to travel as per the requirements of the project(s) he/she has been assigned to. Employee acknowledges that his/her Position will require travel from time-to-time for Company's business. Employee agrees to work from client location as per the business requirement and will not show any resistance to travel, implied or displayed for whatsoever reasons would be observed as breach and may have serious impact on employment continuity.
- Your appointment is subject to background verification. The company shall conduct a third party background verification of your credentials and documents shared with the company. By accepting this offer letter, you hereby convey your consent to such background verification.

Laxmi Mohan Karoshi, we look forward to you becoming part of the NTT DATA Business Solutions Private Limited. We wish you success in your career endeavors with us. Please do not hesitate to contact **Indrajoy Banerjee** for any questions or concerns.

Sincerely,

For NTT DATA Business Solutions Private Limited

Employee Signature, Date



Kalpana Penumatsa

Vice President – People function

Laxmi Mohan Karoshi

The terms and conditions of this offer are valid until **15 Apr'2021**. Please sign and return this offer letter to us within that time. If there isn't any communication within that time, the offer will automatically be rescinded.

**NTT DATA Business Solutions Private Limited
 SALARY FITMENT SHEET**

Name of the Employee : **Laxmi Mohan Karoshi**
 Date of Joining : **19 April 2021**
 Designation : **Software Test Engineer**
 Level : **E1**

Pay Components	Amount in INR (Annualized)
Basic Pay	1,50,000
HRA	60,000
Employer Provident Fund	21,600
Flexible Compensation	68,400
Total Cash Compensation	3,00,000
Other Benefits	
Gratuity	7215
Cost to Company	3,07,215

Note: All matters relating to compensation are (STRICTLY CONFIDENTIAL)

Employee Benefits:

- **Flexible Compensation** includes, Leave Travel Allowance (LTA), Food Allowance, Mobile & broadband, Books & periodicals. You may be eligible for some or all of these allowances, and tax benefits may be availed up to applicable caps and subject to submission of relevant documents. The balance amount of unclaimed Flexible Compensation may be taxable.
- **Medical Insurance:** Employees are provided with medical insurance benefit as per our company policy and guidelines which covers employee and up to 3 dependents, including Spouse, Children(up to 2). And also employees are facilitated with an option to opt medical insurance for their depended parents /in-laws (up to 2), a nominal amount will be deducted on monthly basis towards premium in line with internal medical insurance policy terms if dependent parents are opted for. Please note medical insurance coverage or deductions may vary on time to time basis, based on company medical insurance policy amendments.
- **Group Term Life Insurance:** Life insurance cover is 2 times of your CTC, in the unfortunate event of an employee death. NTT DATA Business Solutions Private Limited will pay 100% premium for all employees whose CTC is below ten lakhs and for the rest employer contribution will be 50% of the premium.
- **Personal Accident Insurance:** Personal Accident Insurance covers up to ₹ 10,00,000 depending upon the nature of the injury and the degree of disability.
- **Provident Fund:** NTT DATA Business Solutions Private Limited and you will contribute a maximum of 12% of basic salary or a minimum of 1800 from either sides towards your Provident Fund on a monthly basis. Provident fund will be governed as per the statutory act.
- **Gratuity:** Employees completing at least 4 years and 240 days (including weekends and paid holidays), are eligible for payment of Gratuity. The value here is an estimate of your Gratuity accrual for one year.

For NTT DATA Business Solutions Private Limited



Kalpana Penumatsa
 Vice President – People Function

Laxmi Mohan Karoshi
 Date: