



4i APPS SOLUTIONS

20th October 2021

Dear Mr. Jagadeesh V,

SUB: Employment offer as "Management Trainee-HR"

Further to the submission of your candidature and the subsequent interviews you had with us, we are pleased to offer you the position of **"Management Trainee - HR"** in grade **"G1"** with 4i Apps Solutions Private Limited.

Your total CTC will be **INR 260872** (Rupees Two Lakhs Sixty Thousand Eight Hundred and Seventy Two only) per annum.

Please refer the Annexure – 1 enclosed herewith for a detailed break-up of your compensation and benefits offered.

The place of initial posting will be at Chennai; however, you are liable to be transferred to any location of the company within the group based on the organization requirement.

All other Terms & conditions of your employment will be line with company Policies and Procedures currently in force. The company reserves the rights to add, remove or modify its existing policies and procedures at any given point in time. In such cases, the revised policy handbook will take precedence.

You will be required to join services on **October 20 2021**. Kindly ensure all documents as specified in the check list (TOE) are submitted on the date of your joining. The offer is not valid in the event of non-submission of the documents as required. All the documents submitted by you will be subjected to verification. If any discrepancies are found, you will be asked to separate from the company.

You are requested to return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned herein.

Yours Truly,
For **4i Apps Solutions Private Limited**

I accept the above terms and conditions

Vasantha Srinivasan
Group Manager – HR & Recruitment

Jagadeesh V

Annexure 1

Annexure 1 - Compensation and Benefits	
Name	Jagadeesh V
Designation	Management Trainee
Grade	G1
Salary Components	Annually
Basic	75,000
HRA	37,500
Conveyance	19,200
Special Allowance (FBP*)	55,900
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
A. Total Fixed Pay	2,50,000
B. Company Performance Linked Pay (CPL)	-
Annual Compensation (A+B)	2,50,000
Additional Benefits	
Gratuity	3,606
Mediclaime, Accident and Life Insurance Premium	7,266
Total CTC (A+B+Additional Benefits)	2,60,872
Reference Points	
I. Flexible Benefit Plan (FBP) from the Special Allowance Component	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills	
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
II. - Work from Home Allowance	
1. Work from Home allowance to cover expenses related to Wifi, internet, phone, workstation and other ergonomic set-ups.	
III. - Company Performance Linked (CPL) Pay	
1. The company Performance Linked (CPL) pay (if applicable) is payable half yearly based on achievement of organizational goals and objectives.	
III. Insurance Policies provided by Company	
1. Sum Insured for Group Mediclaime Insurance .	Rs.2,00,000/-
2. Sum Insured for Group Personal Accident Insurance .	Rs.10,00,000/-
3. Sum Assured for Group Life Insurance.	Rs.15,00,000/-
V. Statutory Benefits & Retirals	
1. An employee will qualify for Gratuity as per the Gratuity Act, i.e., upon continuous service of 5 years or more.	
VI. IT & Statutory Deductions	
1. Tax Deducted at Source (TDS) as per one's income and investments	
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
VIII Terms and Conditions of Employment :	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any point in time. In such cases, the revised policy or communication will take precedence.	



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TERMS OF EMPLOYMENT (TOE)

Joining & Induction

On your day of joining you will be required to submit the following documents mandatorily:

- 10th & 12th Mark list
- UG Consolidated Mark list & Convocation Certificate
- PG Consolidated Mark list & Convocation Certificate
- Certifications, if any
- Photocopy of all pages of Passport
- Photocopy of PAN Card
- 15 Passport-size photos (white background)
- Service Certificate of all previous employers (if having past experience)

The scanned copies of the above need to be mailed to us before your joining date. You will go through a formal Induction programme within the first week of joining 4i.

Appointment Letter and Payroll in 4i will be processed subject to complete submission of the above documents.

Salary Structure & Payment

Salary processing will be as per the details mentioned in the offer letter and annexure. Besides, there is a basket of reimbursements as part of the salary structure that will consist of LTA & Food coupons.

Salary for all employees will be paid on the last working day of the respective month. The same will be electronically deposited in their AXIS BANK account.

Business Working Hours & Days

4iapps observes a 5-day working week with weekly-off on Saturday and Sunday and a 9-hour work day from **9:30hrs to 18:30hrs**, which includes 30-minute break for lunch from 12:30hrs to 14:00hrs and two 15-minute breaks for tea/coffee in forenoon and afternoon.

However, depending on project contingencies, employees are expected to synchronize with global time zones, working days / hours, and this may be altered from time to time.

Attendance Rules

Employees will be marking their attendance through the access cards assigned to them.

Mode of Employment

Employees joining services in Grade G1 will be on Training period as per the Offer details. Those joining in Grade G2 and above will be on probation for 6 months from joining.

Dress Code while in 4iApps Chennai ODC

Employees are to be dressed in Business Formals Monday through Wednesday. From Thursday to Sunday appropriate Business Casuals may be worn. Exceptions to the guidelines may be allowed in instances where the organization / business unit decides to come in concept-dressing.



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Business Formals for Men

Formal trousers and full-sleeved formal shirt with formal shoes. Tie/Business Suit is to be worn compulsorily during client visits or onsite assignments.

Business Formals for Women

Salwar-Kameez / Churidhar-Kurta / Saris / Formal Trousers/Skirt with a Formal Top accessorized with a stole or scarf – that suit professional environment should be worn.

Accessories should be tasteful and complement the formal attire; tone of jewellery should be low. Trinkets, glass bangles or noisy heels should be avoided.

Leave and other absence

Leave cycle is from Jan – Dec.

While on Probation and Training, employees will be entitled to 1 day of leave on completion of every calendar month. The same can be accumulated till Dec of that year.

Upon confirmation, an employee will be entitled to 6 days Casual Leave (CL), 6 days Medical Leave (ML) per annum, both of which will be credited upfront. In addition to these, 1-day Privileged leave (PL) will be credited to the leave account on completion of every calendar month. PL can be accumulated, carried forward to the subsequent years and uncashed at the time of separation.

Business Casuals for Men

Casual trousers / corduroys / jeans with collared T-Shirts or Casual Shirts. Athletic shoes and sneakers are allowed. Sandals / Chappals are not allowed.

Round-neck tees / Cargo pants / Shorts / Bermudas are not allowed.

Business Casuals for Women

Jeans / Tees / Tops / Kurtis / Tunics are acceptable as long as the colour or print is not too loud or overbearing. Any choice of casual wear should not be revealing, excessively form-fitted or worn out.

Dress Code while in Client Location

Irrespective of client's business / casual wear days, 4i employees will be dressed in Business Formals on all working days; men to compulsorily wear a Tie.

Performance Appraisal and Salary Reviews

Annual appraisals and Anniversary Appraisals (for freshers) are facilitated as per the Appraisal policy of the company. Annual Appraisal cycle is January to December.

Notice Period

For employees joining on Trainee or Probation mode, notice period will be immediate on either side. Relieving will be subject to clearing all the dues as specified in one's Contract Agreement/ Appointment Letter. Upon confirmation, employees will be required to serve 60 days notice from date of resignation.

Irrespective of the mode of employment (Trainee/Probationer/Confirmed), an employee will be required to serve 90 days or more as notice if he/she is assigned to a project (onsite / offshore), and will be relieved subject to clearing all dues and project deliverables.