

**11 January 2022**

Dear **Kona Jayasarika**

We are pleased to inform you that you have been appointed as “**Software Trainee**” under grade “**G1**” w.e.f **13 Jan 2022**. Your annual CTC works out to **Rs.3,50,000/-** per annum.

The details of your compensation and related benefits are as per terms given below:

Basic Salary : Rs. 8,750/- per month

1. Other Allowances

In addition to the above-mentioned consolidated salary, you will be entitled to the following allowances as per the rules of the Company:

a. House Rent Allowance : Rs. 4,375/- per month

b. Special Allowance : Rs. 11,391/- per month

c. Statutory Bonus : Rs. 2,430/- per month

2. DEFERRED BENEFITS

a. P. F. : 12% of basic salary

b. Gratuity : 4.8% payable as per Gratuity Act

3. WORKPLACE

You are initially appointed to work in our Office at **Bangalore**. However, you are liable to be transferred to any other establishment of the Company anywhere in India or to offices/group companies outside India.

4. ASSESSMENT PERIOD

- a. Upon onboarding, you will be assigned to a competency for 8 weeks. At the end of this assessment period, you will have an assessment.
- b. Only on successful completion of the assessment, your probation period will start, failing which your appointment will be reversed.

5. PROBATION

- a. You will be on probation for a period of **one year** from Date of Joining, which may be extended at the discretion of the Company.
- b. During probation, either party is at liberty to discontinue the appointment, as per service agreement. The Company, however, reserves the right to pay you salary in lieu of notice.

5. CONFIRMATION

- a. On successful completion of the probation period, or any extension thereof, you will be confirmed in the services of the Company.
- b. Confirmation shall take effect only upon issue of a confirmation letter, and from the date given in the letter.

6. NOTICE

Upon Confirmation, your employment will be subject to termination by two months' notice on the Company's side or two months from your side. The Company, however, reserves the right to pay you salary in lieu of notice. You shall be relieved only after you have handed over your functions in all respects to the satisfaction of the Company. If the time taken for such handover is in excess of the notice period, the Company shall compensate for the excess period, provided there is no enquiry being conducted against you during that period.

The appointment is subject to the service conditions applicable to the employees of the Establishment of the Company in which you work.

Copy of the said service conditions, terms & conditions of employment and allowances, reimbursement and benefits applicable to you are enclosed herewith and marked Annexure A, I, II, III and IV respectively.

Kindly return the duplicate copy of this letter, duly countersigned by you in token of your acceptance of the terms stipulated therein.

Yours faithfully,

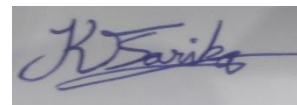
for **Bahwan CyberTek Private Limited**



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**Balakumar R**  
**Vice President – HR**

I accept the above terms & conditions



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**Kona Jayasarika**