



**STRICTLY CONFIDENTIAL**  
**LETTER OF OFFER**

Date: **22-Nov-2021**  
S. No: 2911 / Vacancy ID:64472

Dear **Neelam HarshaVardhanReddy**,

National Identification Number: PAN: BRPPN1111G

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**.

You are required to join duty on or before **13-Dec-2021** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of 120 (One hundred and twenty) days. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer, we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.



Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Private Limited

I accept and agree:

A handwritten signature in black ink, reading "Anil Kumar Murari". The signature is written in a cursive style with a horizontal line at the end.

Anil Kumar Murari  
Head - Human Resources & Administration (India)

Signature  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ANNEXURE – A**

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#### ANNEXURE – B

| No. | Scheme                                                  | Coverage Amount                                                                                                                       | Eligibility                                     |
|-----|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1   | All Employee Transport Plan                             | Home pick up and drop facility will be provided to all employees                                                                      | All Employees                                   |
| 2   | Medical Insurance - Regular                             | INR 5,00,000/-                                                                                                                        | Employee + 5 Dependents                         |
| 3   | Personal Accident Insurance                             | INR 10,00,000/-                                                                                                                       | Employee                                        |
| 4   | Term Life Insurance                                     | 1.5 times of annual gross salary                                                                                                      | Employee                                        |
| 5   | Provident Fund Contribution                             | Company contribution is capped at INR 1800/-                                                                                          | Employee                                        |
| 6   | Employee Deposit Linked Insurance and General Insurance | INR 5,00,000/-                                                                                                                        | Employee                                        |
| 7   | Gratuity                                                | As per Gratuity Act                                                                                                                   | Employees completed 5 years and above           |
| 8   | LCSA (Life cum sum assured) linked with Gratuity        | Varies based on Annual salary                                                                                                         | Employee                                        |
| 9   | Annual Health Checkup                                   | As per company policy (one in a year)                                                                                                 | Employee                                        |
| 10  | Crèche Benefit                                          | INR 16,000/- per annum                                                                                                                | For employees having children less than 3 years |
| 11  | Annual Leave                                            | 24 Days                                                                                                                               | Employee                                        |
| 12  | Maternity Leave                                         | As per the maternity Act (26 weeks for up to 2 children)                                                                              | Employee                                        |
| 13  | Paternity Leave                                         | 7 Days                                                                                                                                | Employee                                        |
| 14  | Public Holidays                                         | 12 Days                                                                                                                               | Employee                                        |
| 15  | Internet and telephone                                  | INR 3000/- (Rupees three thousand only) as telephone/mobile and internet allowance every month (subject to applicable tax deductions) | Employee                                        |