



Dear Katna Yashwant,

Sub: Offer of
Appointment

We are pleased to make you an offer of appointment as a **Linux Support Engineer** in our Company, with the following terms and conditions:

- Your gross emoluments at the time of joining will be **Rs. 22,000/-** (Rupees twenty two thousand only) **per month** excluding PF, ESI, Gratuity, Life Insurance Premium and LTC benefits according to the rules of the Company.
- You will be on training for six months and on probation for the next six months, on successful completion of which you will be confirmed in the Company with an increase in salary based on your contribution and Company performance.
- You will be required to travel and be posted anywhere in India and abroad.
- All the rules and regulations of the Company pertaining to your category of employment will be applicable.
- At the time of joining the Company you will be issued an appointment letter.
- You will be required to give a notice of one month for every year of service. The minimum notice period is one month and the maximum notice period is three months. The notice period can change in case of promotion or redesignation at a future date, or in case of any change in Company policy and/or rules.
- You are required to undergo a medical fitness checkup with the medical practitioner authorized by the Company on the date of your joining the Company or on any other date decided by the Company. Your appointment is subject to the medical