



STRICTLY CONFIDENTIAL
LETTER OF OFFER

Date: **14-Oct-2021**
S. No: 2552 / Vacancy ID:63322

Dear **Chanamareddy Manideep Reddy**,

National Identification Number: PAN: FDKPM3680Q

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Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.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

Name	: Chanamareddy Manideep Reddy	
Designation	: Trainee Software Engineer	
Date of Joining	: 20-Oct-2021	
SALARY STRUCTURE		
Gross Salary Components	Monthly (INR)	Annual (INR)
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	54167	650004
Other Components	Monthly (INR)	Annual (INR)
Snacks Allowance	700	8400
Provident Fund company contribution [#]	1800	21600
Statutory Bonus	0	0
Gratuity ^{##}	1302	15624
Other Components (B)	3802	45624
Total Cost (A+B)	57969	695628
Annual Total Cost (A+B) in words	Six Lakh Ninety Five Thousand Six Hundred Twenty Eight	
- You are eligible to participate in the discretionary bonus plan, the 2022 Annual Bonus. Your bonus percentage for 2022 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 01/Jan/2022. The performance criteria for the 2022 scheme is based on the Group achieving the target. # Provident Fund company contribution up to maximum up to INR 1800 per month ## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.		



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