

29.07.2021

LETTER OF INTENT

Dear Subbara Ganesh,

We are pleased to offer you the position of “**Software programmer trainee**” with your base location at **Kalkaji, New Delhi**. Your employment will be governed by the terms and conditions of the employment agreement, which will be issued to you along with the employment letter, at the time of joining.

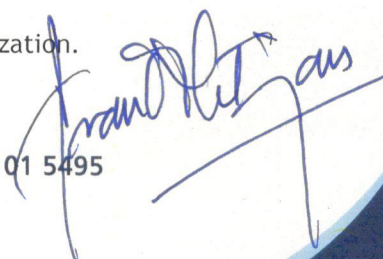
Your monthly stipend will be **INR 20,000.00 (Twenty Thousand Only)**.

This employment offer letter is open and valid up to the date of joining. Your appointment is subject to you submitting the following documents (for personal records) to the HR department on the date of joining.

Please note that the Letter of Intent is not an Appointment Letter. The final letter of appointment will be handed over to you upon joining the services of the company, which shall be on **09.08.2021**. The date of joining could be Changed as per the demand of the business.

This offer of appointment is subject to your successful completion of reference check and submission of following documents.

- Passport size photographs (8 copies) - for personnel records and opening of Salary A/c.
- Passport, voter ID, ration card, SC/ST/OBC Certificate /Government Residential proof Certificate and Birth Certificate issued under RBD act.
- Highest Educational Proofs (Original and copies Degree Certificates and Mark sheets). (In case if results or issue of qualification certificates (based on which you are recruited) are awaited from your University / Institute, the documents are to be submitted within 6 months of your joining. Your confirmation, post completion of probation period, will be subject to receipt of these documents).
- Relieving letter from all past employers.
- Your detailed Curriculum Vitae (in case not submitted earlier).
- Copy of Form 16 / Tax deduction Certificate from past employer.
- Copy of Pan Card.
- Cancelled cheque/ photocopy of passbook.
- Current Address Proof (Ration Card/Electricity Bill/Telephone Bill/Water Bill).
- Last Three month's Salary slip / Relieving Letter from previous organization.



- In case of foreign nationals/Nationals of Indian origin with a different country passport the validity of the work visa /OCI registration (color scanned copies) is checked as per advice of the profession legal services firm specializing in global migration law.

The candidate with valid work permit/person of Indian origin card needs to be registered with FRRO/FRO if he /she intend to work in the country. The check needs to be done before the candidate joins the organization. Legal right to work proof

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.


Anand Natarajan
Chief Technology Officer

