



FIS Global Business Solutions India Private Limited,
“The Viceroy”, Old No.25, New no.22,
Sardar Patel Road, Guindy, Chennai – 600032.

13th July 2021

**Mr. Burri Janaki Ram Reddy,
Chennai.**

Letter of Offer

Dear Burri Janaki Ram Reddy,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited
7th & 3rd, Floor, Block C, Ambit IT Park,
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,
Chennai, Tamil Nadu 600058
- 3) Date of Joining **26th July 2021**
- 4) Compensation & Benefits
Annual Fixed Pay : **Rs. 465,116 /-**
Performance- Pay : **Rs. 34,884 /-**
Total Compensation(TC): Rs. 500,000 /-
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely

**Amol Gupta
Regional TPO Lead – India & Philippines**

I hereby accept the above offer

**Candidate's Name & Signature
Burri Janaki Ram Reddy**



ANNEXURE - Compensation and Benefits

Name: **Burri Janaki Ram Reddy** **w.e.f.** **28-Jun-21**

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	19,380	232,560
House Rent Allowance	9,690	116,280
Flexi Benefit Plan^	7,364	88,364
Employer's contribution to Provident Fund	2,326	27,912
BASE PAY (FIXED PAY)	38,760	465,116

Performance Bonus*	34,884
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TOTAL COMPENSATION (TC)	500,000
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ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	11,187
Premium paid by the employer for Group Health Medical Insurance**	24,145

COST TO COMPANY (CTC)	535,332
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* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

^ Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

All salary components are governed by the company policies and statutory guidelines

This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager

Signature of Signing Authority

Signature of Associate



ANNEXURE 2

Dear Burri Janaki Ram Reddy,

Congratulations for successfully clearing all the rounds!

You are requested to submit following documents at the earliest,

[A] Academic Qualification

- ✓ **SSLC certificate & Mark sheets**
- ✓ **HSC certificate & Mark sheets**
- ✓ **Graduation certificate & Mark sheets**
- ✓ **Post-Graduation certificate & Mark sheets**
- ✓ **Other Courses certificate & Mark sheets**

[B] Work Experience Certificate (Not applicable in case you are fresher)

- ✓ **Experience Letter/Relieving Letters from last two organization(s)**
- ✓ **Current Company appointment letter**
- ✓ **Latest 3 months Salary Slips**

[C] 2 Passport sized colored photographs

[D] Address Proof (Any of the following)

- ✓ **Ration Card**
- ✓ **Passport copy**
- ✓ **Utility Bills**

[E] Proof of Date of Birth (Any of the following)

- ✓ **Birth Certificate**
- ✓ **School Leaving Certificate**
- ✓ **Passport copy**

[F] Photo ID proof (Any of the following)

- ✓ **Passport copy**
- ✓ **Driver's License**
- ✓ **Pan Card**

You are required to submit originals and 1 photocopy of the above documents. TPO (The People Office) will retain the photocopies and return you the originals immediately. In case you are not able to submit the originals then attested photocopies from a Gazette Officer will be a must.

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ANNEXURE 3

Dear Burri Janaki Ram Reddy,

You are also requested to submit us the filled-up documents, as detailed below, on your date of joining **26th July 2021 at 9.30 AM).**

- Joining forms
- Payment of Gratuity form
- Family Health Declaration Form
- Employee Confidential Agreement
- Nomination and Declaration form (two original copies)
- Relieving letter of your last employer

Wishing you a great career ahead in FIS!!!