

Date: September 17th, 2021

**FORM
'A'**

To,
Sheeba. S

Bangalore

Dear Sheeba. S,

We are pleased to forward to you, your Offer Letter, enclosed hereby, and would like to formally welcome you to the growing family of IntelliPaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification, if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka
Mobile: +91 7022374614

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
IntelliPaat Software Solutions Private Limited



Dev Bisht
Director – Human Resources

Date: September 17th, 2021

To,

Sheeba. S

Bangalore

Dear Sheeba. S,

Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at IntelliPaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) Designation:

Your designation will be '**Inside Sales Manager**'.

2) Compensation & Benefits:

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs. **5,54,000/-** (Rupees Five Lakhs Fifty-Four Thousand only) per annum. (The employee is eligible for Rs. **1,00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

- a) You are requested to report for duty on **September 27th, 2021**. Your appointment will come into effect from your date of joining.

4) Notice Period:

Subject to any other agreement between you and the company:

- a) Your employment is terminable by IntelliPaat without giving notice in writing in the probation period.
- b) You need to serve 1 month of notice period without fail, or else the management of IntelliPaat can hold your salary/experience letter/relieving letter after joining.
- c) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- d) In the event of any breach in the terms and conditions stated in the Services Conditions and/or Non-Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Non-Disclosure Agreement.
- b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement are subject to statutory requirements and the company policy.

Note:

- Number of working days is 6 days in a week for the first 3 months.
- Your first month salary will be dispersed along with your 4th month salary
- You are eligible to avail alternative Saturday off from 4th month onwards.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours truly,

For IntelliPaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name _____

Place: _____

Signature: _____

Date: _____

Annexure

Name: Sheeba. S

	First 4 Months	After 4 Months	Yearly
Basic	7,300	11,150	133,800
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobilebill	500	640	7,680
Broadband bill	500	640	7,680
Medicalreimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
PF (Employees Contributions)	1,800	1,800	21,600
PF (Employer Contributions)	1,800	1,800	21,600
Professional Tax	200	200	2,400
Fixed Cost to Company	25,000	32,000	3,84,000
Performance Based Incentives	10,000	10,000	120,000
Yearly Performance Bonus			50,000
Total Variable pay	10,000	10,000	1,70,000
Total(Fixed + Variable)	35,000	42,000	5,54,000

Documents required during Joining

- ID Proof:** Copy of Aadhaar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.
- Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card
- Employment Verification Documents**
 - Copy of current employer's Appointment/Confirmation/Appraisal Letter.
 - Copy of current employer's Relieving and Work Experience Letter.
 - Copy of last 3 months' Salary Slip / Certificate.
- Other Documents:**
 - Passport Size Photographs (3).
 - Copy of PAN Card.
 - Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,

For IntelliPaat Software Solutions Private Limited



Dev Bisht

Director – Human Resources