

Date: September 7th, 2022

To
Vignesh Viswanathan
Bangalore

Dear Vignesh Viswanathan,
Bangalore

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing IntelliPaat family.

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



Dewakar Singh Bisht
Director- Human Resources






PRINCIPAL
INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Sy. No.88, Chembanahalli, Near Dommasanadra Circle,
Serjapur Road, Bangalore 562 125 INDIA

Date: September 7th,2022

To
Vignesh Viswanathan
Bangalore

Dear Vignesh Viswanathan,

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 '**Business Development Trainee**'.

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. **8,65,600/-** (Rupees Eight Lakhs Sixty-Five Thousand and Six hundred 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 Previous Hike Salary.
- 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:

You are requested to report for duty on **10th October, 2022**. Your application will come into effect from your date of joining.





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4) Notice Period:

Subject to any other agreement between you and the company:

- a) The probation period is **4 months**.
- b) Your employment is terminable by IntelliPaat without giving notice in writing in the probation period.
- c) You need to serve **2 months** of notice period without fail, or else the management of IntelliPaat can hold your salary/experience letter/relieving letter after joining.
- d) 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.
- e) 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.
- 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.
- Your first month's salary will be dispersed along with your **4th** month's salary.

Yours truly,

For IntelliPaat Software Solutions Private Limited



Dewakar Singh 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: _____

Signature: _____

Place: _____

Date: _____

PRINCIPAL



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bangalore, No. 88, Chembanahalli, Near Dommasandra Circle,
Sarjapur Road, Bangalore 562 125 INDIA



IntelliPaat
Software Solutions Pvt. Ltd.

Annexure

Name: Vignesh Viswanathan

Particulars	First 4 months	Next 4 months	After 8 months	Yearly
Basic	11,340	12,990	18,490	221,880
HRA	5,160	5,760	7,760	93,120
Conveyance Allowance	1,600	1,600	1,600	19,200
Mobile bill	516	576	776	9,312
Broadband bill	516	576	776	9,312
Medical reimbursement	1,250	1,250	1,250	15,000
Special allowance	1,618	2,248	4,348	52,176
PF (Employees Contributions)	1,800	1,800	1,800	21,600
PF (Employer Contributions)	1,800	1,800	1,800	21,600
Professional Tax	200	200	200	2,400
Fixed Cost to Company	25,800	28,800	38,800	465,600
Performance Based Incentives				400,000
Total Cost to Company				865,600

**During your first 8 months you are eligible to get upto Rs 200,000/- as incentive based on your performance*

Documents required during Joining

- ID Proof:** Copy of Aadhaar card/Passport/Pan card/Voter ID card/Other Government Photo ID
- 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



Dewakar Singh Bisht
Director- Human Resources

