

March 10th, 2022

Kunduru Triveni

kundurutriveni234@gmail.com

+91 - 8712306207

INNO/2022/PC46

Dear Kunduru Triveni,

Sub: Letter of Offer

With reference to your application and subsequent discussion you had with us, we are pleased to offer you a position of **'Trainee – Software Engineering'** in our organization.

1. Your CTC (Cost to the Company) will be **Rs.3,00,000/-** (Rupees Three Lakhs Only) per annum inclusive of all allowances. Please refer to Annexure – I for the pay structure.
2. You are required to commit a minimum duration of 24 months of service from the date of your joining with the organization.
3. Your compensation will be revised after 6 Months, subject to completion of your training and performance.
4. You are requested to join on **15th March 2022**.
5. A detailed appointment letter will be issued upon your joining with the company and upon furnishing the documents as per check list provided in the following page.
6. Your base location will be at Waverock Gachibowli, Hyderabad. You are required to report in person on **15th March 2022 at 10.00 AM**, Waverock Gachibowli for the On-boarding formalities.

Innominds Software SEZ India Private Limited.
Building No. 2.1, 4th Floor, Waverock, Survey No.115,
TSIC IT / ITES SEZ, Nanakramguda Village,
Serilingampally Mandal, Hyderabad – 500008

We look forward for a long-term association!!!

Thanking you,

Pallavi Garimella
Director - HR

Rajin
PRINCIPAL

Sumathi Reddy Institute of Technology For Women
Ananthasagar (V), Hasanparthy (M)

Innominds Software SEZ India Pvt.Ltd, Survey No.115 (Part), Waverock, Nanakramguda Village,
Serilingampally Mandal, Hyderabad - 500038, www.innominds.com



Check - List

You are requested to bring the following documents in original along with a copy of each on the date of your joining.

- (a) Certificates supporting your educational qualifications along with mark sheets
- (b) Schooling certificate (SSLC/ICSE) in support of your age or Birth Certificate
- (c) 12th class / Intermediate certificate
- (d) Your latest salary slips or salary certificate
- (e) Your last 6 months Bank statement
- (f) Your offer & relieving letter from your present & previous organization
- (g) Service certificate from present & all previous employers
- (h) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
- (i) 4 colored Passport Size Photographs (with white background)
- (j) Valid Passport details
- (k) PAN card

Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.

At any time, company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to co-operate with the company representatives, your offer will be terminated immediately.

Rajini

PRINCIPAL

Sumathi Reddy Institute of Technology For Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 508 371 (T.S.)



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Annexure - I.**Kunduru Triveni**kundurutriveni234@gmail.com

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<u>Salary Structure</u>	<u>Per Month</u>	<u>Per Annum</u>	<u>Pay period</u>
Cost-to-Company (CTC)	25,000	300,000	
Monthly Earnings: -			
Basic Pay	10,000	120,000	Monthly
House Rent Allowance	4,000	48,000	Monthly
Leave Travel Allowance	1,250	15,000	Monthly
Provident Fund	1,800	21,600	PF Account
Gratuity	481	5,772	Gratuity Account
Statutory Bonus	583	6,996	Monthly
Special Allowance	4,386	52,632	Monthly
Performance Linked Pay (Variable Pay): -			
Company Performance Linked Pay	1,250	15,000	Monthly
Individual Performance Linked Pay	1,250	15,000	Monthly
Total CTC	25,000	300,000	

I. Optional Benefits

i) GMC is an optional benefit and payable by self

Group Medical Insurance - Rs.2,00,000 pa covering self+spouse+2kids (Floater) and parents.

Also, you have a top-up facility till Rs.10lacs

II. Employer Benefits

i) Group Personal Accident - Rs.10,00,000 pa for self

ii) Group Term Life – Rs.10,00,000 for self

III. Eligibility for bonus: Every eligible employee shall be entitled to be paid a bonus in an accounting year, in accordance with the provisions of this Act, provided he/she has worked in the establishment for not less than thirty working days in that accounting year.

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