

## Offer Letter

Ref No:CT/OL/2019-20/034

20th Nov, 2019

Dear Ashok,

### **Subject: Offer of Employment for the post of Senior System Analyst**

This is with reference to your application for employment and discussions you had with us.

It is our pleasure to offer you an employment with CHIMERA TECHNOLOGIES PRIVATE LIMITED (“Chimera”) as **Senior System Analyst** on the terms and conditions mentioned below:

#### **1. Appointment**

You are required to join no later than **4<sup>th</sup> Dec 2019**, 9:30 AM unless otherwise agreed. The terms and conditions shall be effective from your Date of Joining.

#### **2. Remuneration**

Your Total Cost to Company per annum is **INR 14,50,000/-** (Rupees Fourteen Lacs Fifty Thousands Only). Your Annual Gross Salary will be subject to deduction of applicable taxes at the prevailing rates and also subject to deductions towards contribution towards any statutory benefits such as PF, performance variable, retention salary, gratuity etc.

#### **3. You are requested to submit the photocopies of the following documents along with the originals on the date of Joining.**

- a. Certified true copy of all your mark sheets of Educational Qualification starting from 10<sup>th</sup> standard till date
- b. Address Proof: Photocopy of Election ID card/Driving License/Ration Card/Rent Agreement/Electricity Bill
- c. Passport
- d. Copy of PAN Card and Aadhar card
- e. Passport size photographs (3 no's)
- f. Resignation Letter duly accepted by your previous employer
- g. Experience / Reliving/ clearance Certificate from previous two employers
- h. Offer letter & Appointment letter from previous two employers
- i. Latest revision letter from your last employer
- j. Salary slips for the last three months of the previous employer
- k. Latest Bank statement indicating the last three month's salary during your latest employment

#### **4. This offer letter is issued on the understanding that all the information given by you in your application for employment and also during the interview or data provided prior to and /or at the time of interview is true. As part of our process, an antecedent**

verification may be initiated for every new employee and if it is found at any time that any information furnished by you to the Company proves to be incorrect or false or if you are found to have willfully suppressed or concealed any material information, in such cases, the Company will have the right to withdraw the offer and you will be liable to be removed from the employment without any notice and compensation at any time.

5. During the continuance of your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.
6. You shall not, during the employment with the Company, discuss, divulge or communicate to any person or persons any information of a confidential nature relating to the trade or business of the Company or its customers or to the method, assets, and set-up used by them or relating to the prices paid by or charged from the vendors of the Company or customers. On joining, you shall be required to sign the Non-Disclosure and Assignment of Intellectual Property Rights Agreement (NDA).

After completion of the above formalities, at the time of joining we will give you an Appointment letter which shall elaborate and govern the terms and conditions of your employment with us.

We welcome you in our organization and we are confident that you will play an active role in fulfilling the Company's vision and mission. We look forward to a long and happy association with us!!

Please sign the duplicate copy of this letter on all the pages and return to us as a token of your acceptance of the terms and conditions of this offer letter.

This offer will remain valid for your acceptance for [one] [01] day from the date of issuance hereof.

Thanking you,  
For CHIMERA TECHNOLOGIES PRIVATE LIMITED

Geetha S  
[Resource Manager]

Components	Description	Annual (INR)	Monthly (INR)
<b>Fixed Pay (A)</b>	Basic	580,000	48,333
	HRA	290,000	24,167
	Conveyance	19,200	1,600
	Special Allowance	322,802	26,900
	Continuity Appreciation Bonus	43,500	3,625
<b>Variable Pay (B)</b>	Performance Linked Variable (Paid Half Yearly)	145,000	12,083
<b>Retirement Benefits (C)</b>	Employers Contribution to PF	21,600	1,800
	Gratuity	27,898	2,325
	<b>TOTAL COST TO COMPANY</b>	<b>1,450,000</b>	<b>120,833</b>

Income Tax, Employee PF and PT deductions as applicable