

Date: April 23, 2019

Dear BUDDHA PRAVALLIKA,

**Congratulations!** We are pleased to make you an offer to join Prolifics Corporation Ltd. (herein after referred as "Company" or "Prolifics"). You will be designated as **Trainee Software Engineer** under the cadre of **T1** and you are expected to join Prolifics on July 31, 2019.

Note: -Any changes in date of joining will be informed in a month advance.

**Compensation:**

1. **Fixed Compensation:** Your Annual Gross Compensation for the year, which is inclusive of Basic Salary and other Compensation, is **Rs.240,000 per annum**.

Your association and employment will be governed by the various employee related policies and guidelines of the organization.

**Work Location** — You will be based in **Hyderabad** but the Company may require you to work at any of its locations and its subsidiary locations OR on customer sites, within OR outside India. The corporate HR function work out of **Prolifics Corporation Ltd., 5th Floor, DHFLVC Silicon Towers, Madhapur Road, Kondapur, Hyderabad – 500032, AP, India**.

**Relocation:** Not Applicable

**Probation:** On joining you will be on probation for a period of 8 months, extendable based on performance at the discretion of the reporting manager.

**Notice Period/Termination during probation period** - Your services in this Company may be terminated by giving you 1 month notice in writing, or by paying you 1 month basic pay in lieu thereof. You would be required to give 1 month notice if you want to resign from the services of the company during your probation period.

**Notice Period/Termination after completion of probation period** - Your services in this Company may be terminated by giving you 3 months' notice in writing, or by paying you 3 months basic pay in lieu thereof. You would be required to give 3 months' notice if you want to resign from the services of the company.

**Service Agreement – 24 Months**

Your employment with the Company is subject to (i) your unconditional acceptance and execution of the Employment Agreement and the Intellectual Property and Confidentiality Agreement and such other documents that may be presented to you; and (ii) your delivery of the documents mentioned in Annexure-1. If you fail to sign and deliver the aforesaid documents and any other documents as required by the Company at the time of joining, your employment with the Company shall not take effect and this offer shall be withdrawn immediately without any liability to the Company, unless decided otherwise by the Company.

### COMPENSATION STRUCTURE

<b>Full Name</b>	<b>BUDDHA PRAVALLIKA</b>	
<b>Job Title</b>	<b>Trainee Software Engineer</b>	
<b>Cadre</b>	<b>T1</b>	
<b>Base Compensation</b>	<b>(In Rs.)</b>	
	<b>Per Month</b>	<b>Annualized</b>
Basic	10,100	121,200
HRA	4,040	48,480
Conveyance	1,600	19,200
Special Allowance	1,192	14,304
Statutory Bonus	583.33	7,000
Employer PF Contribution	1,212	14,544
<b>Total Base Compensation</b>	<b>18,727</b>	<b>224,728</b>
<b>Retiral and Health Benefits (Annualized )</b>		
Medical, Accident and Life Insurance		9,445
Gratuity		5,827
<b>Cost To Company (CTC)</b>		<b>240,000</b>

#### The benefits included in the cost to company are:

- **Provident Fund** – You have to participate in Employees’ Provident Fund scheme, the employer’s contribution of 12% of your annual base salary is included in CTC. The details of this benefit are provided in the attached sheet.
- **ESI** – You and your immediate family (i.e. Spouse, unmarried dependent children and dependent parents) will be covered under ESIC.  
Additionally, if you are required to travel abroad, you will be covered under our Overseas Medical Insurance Policy.
- **Group Personal Accident policy** - In accordance with the Company’s policy you will be covered under our Group Personal Accident policy.
- **Gratuity** – On completion of five years of service with the Company you will be eligible for gratuity as per the Payment of Gratuity Act.

## **Documents:**

At the time of joining the company, you are required to produce the following documents (photocopies), as applicable and original certificates for verification.

1. Educational Qualification
  - a. SSC/Class X
  - b. Intermediate
  - c. Graduation – Degree certificate and marks cards of all years / semesters
  - d. Post Graduation – Degree certificate and marks cards of all years / semesters
2. Work Experience –If applicable
  - a. Offer, Experience & relieving certificates of your current and all your previous employers. Resignation acceptance document is must if relieving letter is unavailable
  - b. Latest 3 pay slips, appointment letter of your current employer and Form – 16
3. Photos: You would be required to submit 5 passport size photographs in color.
4. In addition, you would be required to submit 3 Months Bank Statement.
5. Identity proof - Passport, Aadhar Card & PAN card are a must.
6. Address proof-Current & Permanent (Any utility bill – electricity, telephone, credit card, bank statement)

**NOTE:** Guarantor (Father/Mother) should accompany you on the date of joining for completing the Bond formalities. The Guarantor should bring his/her one color passport size photo and one photocopy of Government issued identity card.

**Background Verification** – The Company will have the right to carry out background checks on the documents and information provided by you after your reporting at Prolifics. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, on-boarding, training and any salary paid to you.

**Please find the below link for completing the joining formalities,**

Onboarding portal : <http://onboarding.prolifics.com>  
Username : buddhapravallika@gmail.com  
Password : password

Note: You need to complete onboarding link and upload all the documents by 30 April 2019

The offer automatically lapses if you are unable to join on or before the mentioned date of joining. For any request on the extension of your joining date, please contact us at [indiahr@prolifics.com](mailto:indiahr@prolifics.com) mentioning the reason for extension and revised date. However, the company deserves the right to accept or turn down any such extension requests, which will be notified to you.

While welcoming you to Happy Prolifics, we look forward to the prospect of a long and mutual rewarding relationship.

Request you reply with your acceptance to this email.

For more information about us, please visit [www.prolifics.com](http://www.prolifics.com)

*This is an electronic generated document and does not require any signature.*