



**STRICTLY CONFIDENTIAL**  
**LETTER OF OFFER**

**Date: 4 August 2020**  
**S.No: 4747**  
**Vacancy ID: 43570**

Dear **B.Dilip Teja**,

With reference to your recent interview with us, we are pleased to make an offer of employment to you as a **Trainee Test Engineer**.

You are required to join duty on or before **6 August 2020** at our office in Hyderabad.

Your gross salary and other benefits forming part of your compensation is hereby detailed and enclosed as Annexure A & B.

On your date of joining, you shall be issued an Appointment Letter. You will also be required to sign a Non-Disclosure Agreement with us.

You will be on probation for a period of Four months. Being a career growth company there will be a performance review at the end of your probation period.

Following are the documents that must be produced/submitted on the day of joining.

1. Original offer letter with your acceptance.
2. Education Certificates.
3. Appointment letter and latest salary increment letter of your previous employment.
4. Experience Certificates and Relieving Letter from the previous employers.
5. Recent salary slip issued by your current employer.
6. Aadhar card, PAN and Copy of passport (front and back).
7. Four passport size photographs.
8. Form 16 issued by your current employer.

Your employment is liable to be terminated in the event of non-submission of documents 1, 2,3 & 4 listed above.

In addition to the above, once you accept this offer we will consider it as a consent from you to proceed with background verification checks through our empaneled agency.

Your offer may be withdrawn either if you do not join us on the proposed date or if you do not confirm your acceptance within three working days from the date of offer.

For Ivy Software Development Services Pvt Ltd

I accept and agree:

**Anil Kumar Murari**

**Head - Human Resources & Administration (India)**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



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ANNEXURE – A

Name : B.Dilip Teja		
Designation : Trainee Test Engineer		
Date of Joining : 6 August 2020		
Salary Structure	Monthly (INR)	Annual (INR)
Basic	16670	200040
HRA	6668	80016
Special Allowance	7113	85356
Lunch Allowance (Meal Card)	1500	18000
LTA	1389	16668
Gross Salary (A)	33340	400080
Others		
Snacks Allowance	700	8400
Provident Fund company contribution <sup>#</sup>	1800	21600
Statutory Bonus	3334	40008
Gratuity <sup>##</sup>	801	9612
Others Cost (B)	6635	79620
Total Cost (A+B)	39975	479700
Annual Total Cost (A+B) in words	Rupees Four lakh Seventy Nine Thousand Seven Hundred Only	
You are eligible to participate in the discretionary bonus plan, the 2020 Annual Bonus. Your bonus percentage for 2020 performance year will be 0% of your Gross Salary (A) and you will accrue bonus from your start date. The performance criteria for the 2020 scheme are based on the Group achieving the target.		
# Provident Fund company contribution up to maximum up to INR 1800 per month		
## Gratuity as per law is payable after completing continuous services of 5 years and will be paid at the time of leaving the company.		

# ANNEXURE – B

Sl.No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Medical Insurance - Regular	INR 300000/-	Employee + 4 Dependents
3	Personal Accident Insurance	INR 200000/-	Employee
4	Term Life Insurance	1.5 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 500000/-	Employee
7	Gratuity	As per Gratuity Act	Employees completed 5 years and above
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (one in a year)	Employee
10	Crèche Benefit	INR 16000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act ( 26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee
15	Internet and telephone	INR 3000/- (Rupees three thousand only) as telephone/mobile and internet allowance every month (subject to applicable tax deductions)	Employee