



Mar 14th 2022

LETTER OF OFFER

Kum. Pamidimalla Saimounika,
Door no: 9-35-92/43, ward 13,
Sanjaynagar colony,Repalle,
Guntur, A.P – 522265.

Dear **Saimounika,**

We have pleasure in appointing you in our Company as **Trainee Domestic recruiter** at **Vishnu Hamsika Complex, Challapalli, Krishna-521126**. Or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subjects to Company policy.

APPOINTMENT

- Your date of appointment is effective from the date of joining which shall be Mar 14th 2022.
- You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed
- You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment. You are required to agree to the special terms and conditions as described in Annexure A. You will be paid gross emoluments as detailed in Annexure B. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure C. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Sincerely,
Lakshmi Thumu
Director – Operations (India)
Thoughtwave Info Systems India Pvt Ltd

Rajendra Ambati
Operations Manager - Challapalli

CIN NO: U72200AP2014PTC09509

GS NO:37AAFCT0936J1Z5

D. No: 10-74, Vishnu Hamsika Complex,Opp Library, Challapalli, Krishna, Andhra Pradesh, INDIA-521126..Ph: +91-9989779821, Email: info@thoughtwavesoft.com
<http://www.thoughtwavesoft.com>



Annexure – A

- In the event that you decide to leave the company before a period of 18 months the following shall apply as is the case, you will be required to give Three months' notice of resignation to the company or pay to the company Three months' salary in lieu of the notice.
- The company will provide you extensive training during the first three months of your employment with us and expects you to return the investment made on this training in the form of personal value addition to the company. The training materials provided to you are property of the company and confidential information. Carrying the materials outside the company or disclosing them to anyone other than employees of the company is a breach of trust and will result in immediate forfeiture of the holding amount and termination of employment without notice.
- 3. Spreading rumors, soliciting employees of the company for outside employment or coercing coworkers to leave the company is strictly prohibited and frowned upon. Such actions will result in immediate termination of employment without notice and forfeiture of your holding amount.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept & agree
(Signature of the Associate)
Annexure – A

Annexure – B

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SALARY STACKUP

Name: Kum. P Saimounika.

Designation: Domestic Recruiter

Location: D.no:10-74, Vishnu Hamsika Complex,Challapalli,Krishna-A.P
-521126.

Employee CTC	Per Month Rs.	Per Year Rs.
Earnings		
Basic	6500	78000
HRA	1117	13404
Medical Allowance	0	0
Conveyance	2000	24000
other Allowance	1364	16368
Gross	10981	131772
Deductions		
Professional Tax	0	0
PF - Employee Cont	780	9360
ESI	201	2412
IT*	0	0
Total Deductions	981	11772
Take Home	10000	120000
PF Employer	855	10260
ESI - Employer Cont	546	6552
Gratuity	0	0
Annual CTC	12382	148584

- You are liable to pay professional tax, income tax and other applicable taxes if any according to the norms of the income tax department.
- Please note that your compensation is personal to you and you are requested not to share details of the same with others.
- Every month salary will be paid by 10th of the next month

I accept & agree
(Signature of the Associate)

Annexure – B

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Annexure – C

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. Working Hours:

Morning shift in India Office at Challapalli, Krishna IST 9:00 AM to 6:00 PM (Monday to Saturday).

4. Non-Compete Agreement:

Our standard non-compete agreement must be signed prior to start.

5. TERMINATION:

This is agreement may be terminated by either party under following guidelines:

- In case of any personal reason, the Employee agrees to give a minimum of 60 days' notice to Thoughtwave Info Systems India Pvt Ltd and complete existing work to form such that it can be transferred to other personnel.
 - Thoughtwave Info Systems India Pvt Ltd shall continue to employ Employee for such time as employer is in need of, or deserves the services of Employee. It is distinctly and expressly understood and agreed between Thoughtwave Info Systems India Pvt Ltd and Employee that the duration of employment rests in discretion of Thoughtwave Info Systems India Pvt Ltd
- c) Thoughtwave Info Systems India Pvt Ltd may discharge Employee, for cause, at any time if Employee has violated the terms of this agreement or, in any manner, jeopardized the relationship between Thoughtwave Info Systems India Pvt Ltd and its Clients, Employee, Vendors or other business relations.

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6. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

7. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

8. Leave:

Casual Leave: For any personal reasons the employee wants to avail leave, he/she should submit leave application in the prescribed form duly approved by the reporting manager to the employer at least 2 weeks in advance. All such leave would be as unpaid leave.

9. Absenteeism:

Absenteeism from work without prior approval from Manager and the employer will be treated seriously and considered as a break in service resulting in loss of pay and would reflect at the time of extension of contract and appraisal / performance review.

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10. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

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(Signature of the Associate)

Annexure – C

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