

28th April, 2022

Ms. Harseta S
Kongu Engineering College

Offer of Appointment

Dear Harseta

This has reference to the internship you had with us from 7th March 2022, we are pleased to offer you the position of **Associate Software Engineer** in our Company subject to following terms and conditions.

1. Your Compensation shall be **Rs.6,50,000/-** (Rupees Six Lakhs and Fifty Thousand only) inclusive of all benefits fixed on the basis of a total cost to the company.
2. You shall report for duty on 1st August 2022 at our Registered Office, # 3A, "Essae Vaishnavi Solitaire", 3rd Block, Koramangala and Bangalore – 560034, failing which this offer letter shall be treated as withdrawn.
3. This offer letter is subject to your clearing the final semester and eligibility for a graduation and you are required to produce proof of your credentials at the time of joining.
4. You shall be on an "On-the-job" Training for a period of six months.
5. After successful completion of the above training you shall be on probation for a period of six months. The duration of probation can be extended subject to your performance which is at the discretion of the Management. Your services shall be confirmed in writing to that effect, in the appropriate cadre/position upon satisfactory completion of probation, failing which you will be deemed to be on probation or terminated without assigning any reason.
6. Your services are liable to be transferred to any Department/Group/ Section Line, as well as any Office/Establishment/Division/Branch of the Company, in India or abroad, as well as its sister concerns within the group, on temporary or permanent basis depending upon the Company's priorities of work, at the sole discretion of the Company.
7. You will be required to sign an indemnity bond for a period of 2 years and shall also enter into a non-disclosure agreement subsequent to your joining the Company.
8. Medical Fitness: This appointment and its continuance are subject to your being medically fit for employment. In this connection you shall do the pre - employment medical checkup on joining the company.



Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

9. At the time of joining, we request you to come with the originals and photocopy of all your certificates as mentioned below,

X Std (Matriculation)
XII Std (Higher Secondary)
B Tech / BE – Mark Sheets (Semester wise)
Provisional Degree Certificate
Degree Certificate
M. Tech / ME mark sheet and Provisional Certificate (if applicable)
4 Passport size photographs
Passport, Pan Card & Aadhaar Card.

You shall produce the originals for verification.

10. As part of the recruitment process we shall conduct antecedent verification upon your joining.

11. Detailed appointment letter will be issued on your joining us.

Please confirm that the above terms and conditions are acceptable to you by signing a copy of this letter.

Wishing you all the best and welcoming you to **Toshiba Software (India) Pvt Ltd.**

Yours truly
For Toshiba Software (India) Pvt Ltd.



Prem Gopinathan Nair
Sr. Director - HR

I agree and accept the employment on the terms and conditions mentioned in the above. I shall be reporting for duty on 1st August 2022.

Name: S.Harseta

Signature: 

Date : 02/05/2022

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Name: Ms. Harseta S**Grade : T1****Designation: Associate Software Engineer****Compensation Structure**

Salary	PM (Rs)	PA (Rs)
Fixed Salary		
Basic - 40% of fixed Salary	21,667	2,60,000
Provident Fund 12% of Basic Salary	2,600	31,200
Group Medical Insurance	250	3,000
Flexible Benefit Plan	29,650	3,55,800
Total Fixed Salary	54,167	6,50,000
Total Cost to Company		6,50,000

Note:

1. The Gratuity amount shall be contributed by the company
2. Flexible Benefit Plan - details refer the annexure enclosed.



Prem Gopinathan Nair
Sr. Director - HR

Name: Ms. Harseta S

Designation: Associate Software Engineer

Components under the Flexible Benefit Plan

Your flexible benefit for the financial year April 2022 - March 2023 shall be as mentioned below

The guideline of the FBP is elicited below:

Flexible Benefits	Monthly	Annually	Remarks
Telephone Reimbursement	Rs. 1000	Rs. 12,000	Employee owning a telephone (Landline or Mobile) in his name shall be eligible for the reimbursement.
Reimbursement towards Car Expenses	Rs.1800:<1600cc Rs.2400:>1600cc	Rs.21600:<1600cc Rs.28800:>1600cc	Employee owning a car shall be eligible to claim reimbursement towards fuel/maintenance / repairs (if car is equal to or more than 1600CC upto Rs.2,400 and if less than 1600CC upto Rs.1,800 per month) and drivers wages (max of upto Rs.900 per month).
Children Education	Rs. 100 per child restricted to 2 children	Rs. 1200 per child maximum allowed	Upto a maximum of Rs. 2400 per annum for 2 children.
House Rent Allowance	Upto a maximum of 40 % of basic	As per policy	Upto a maximum of 40 % of basic pay, paid monthly.
Leave Travel Allowance	Rs. 5000	Rs. 60,000	LTA amount shall be paid on a monthly basis in the salary and shall be taxed. On submission of bills this amount shall not be considered for Taxation.
Special Day Benefit	Paid annually	Upto a maximum of Rs. 5000 per annum	This amount shall be paid before Diwali.
Sodexo Meal Card	Rs.2750	Rs.33000	Upto a maximum of Rs.33000/-per annum payable monthly.
Special Allowance	Balancing figure, payable monthly		Balance amount shall be paid as special allowance and shall be taxable.

Note:

- On account of the FBP, the company shall bear the fringe benefit tax on behalf of the employees which is an additional expense. If there is any tax claim on the employee at a later stage on account of the components of FBP, such tax shall be borne by the employee.
- An employee can claim tax benefit under the above plan upto a maximum as indicated in the above table for each component & as per the provision of IT Act 1961.
- The salary shall be payable into 2 parts - Base Salary comprising of Basic Pay, HRA, Special Allowance and FBP Reimbursements.
- The employee shall submit supporting documents to claim FBP reimbursements, in case the supporting documents are not submitted the amount shall be paid & taxed as per the IT Act.
- For FBP Reimbursements every employee shall fill the respective form/template and attach the bills and drop in the box kept at the Finance department. The last date for submission of bills shall be 20th of every month.
- The company shall add/delete any component as per the statutory law inforce.



Prem Gopinathan Nair
Sr. Director - HR

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