



12 July 2021

Dear **Naveen kumar N,**

Congratulations!!!

Welcome to Sirius Computer Solutions, a progressive and winning team with a passion for technology and excellence. We provide opportunities, career advancement, and development to our people and we are sure you will find your career with us a challenging, learning, and rewarding experience.

We are pleased to offer you the position of “**Consultant Trainee**” in our organization effective from **01 June 2022**, under the following terms and conditions.

Following are the details of our offer. Your offer is highly confidential, and you may discuss the details of this offer only with HR, Practice Head or our General Manager.

Monthly Components	Per month (INR)	Annualized (INR)
Basic Salary	18,559	222,708
House Rent Allowance	9,280	111,360
Medical Reimbursement	1,250	15,000
Conveyance Allowance	1,600	19,200
Special Allowance	13,909	166,908
Company Contribution to PF	1,800	21,600
Gross Salary	46,398	556,776
Contribution towards Gratuity		10,712
Annual Fixed Incentive		8,000
Annual Performance Variable Pay		12,000
Company contr. to Medical & Accident Insurance		33,026
Total Cost to Company		620,520

Here are some of the conditions around the offer.

- The annual fixed incentive of INR 8,000/- is payable at 100% annually on a prorated basis.
- Annual performance variable pay of INR 12,000/- is a variable component in your salary stack, which would be paid out yearly on a prorated basis, based on your performance and management decision.
- Medical Insurance Coverage of INR 500,000 per annum for self, spouse, up to 2 children, and parents or parents-in-law, the contribution for which is fully borne by the company and included in the CTC
- Personal Accident Insurance coverage for INR 1,000,000 the contribution for which is fully borne by the company and included in the CTC



- You are required to be registered with National skills Registry (NSR) and submit the ITPIN at the time of joining
- Gratuity, on separation after 4 years and 240 days of continuous service, payable as per Payment of Gratuity Act, the contribution for which is fully borne by the company and included in the CTC.
- Any tax liability related to your compensation will be contributed to Government from your end. Please note the other terms and conditions of your appointment will be based on the policies and guidelines outlined in the "Sirius India Employee Handbook"

Your appointment will be governed by the terms and conditions of the employment contract, which is sent separately. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to us or confirm your acceptance by e-mail to Sirius.IndiaHR@Siriuscom.com within 3 days from the offer sent else this letter would stand void.

Sincerely,

C. Ramasubramani

Ramasubramani Govindan Govindaraj
Head - Human Resources
Sirius Computer Solutions India Private Limited

To be filled by the candidate

I accept the above terms and conditions:

Candidate signature: **Naveen kumar N** -----

Date : **July 2021**

At the time of joining, please submit the following documents.

- ✦ Copy of your resume
- ✦ Photograph (2)
- ✦ Graduation Certificate
- ✦ Experience Certificate
- ✦ Copy of your ID proof and Address Proof (Aadhaar & PAN Card is Mandatory)

Sirius Computer Solutions India Private Limited
Registered Office Address:
Module 1&2, Block A4, Neville Tower, Low-rise
2nd Floor, Ramanujan IT City
Rajiv Gandhi Salai, Taramani
Chennai 600 113
CIN: U72200TN2011FTC079244
Phone No: 044-66507800
Email Id: Sirius.Indiainfo@Siriuscom.com
Website: www.siriuscom.com