

Letter of Offer

Ref: QT/HR/202112/O-01

01st December 2021

To,

Mr. Arunkumar S
34/1A, Bharathipalayam,
Street 3, Sadayampalayam,
Erode, Tamil Nadu.

Dear Arunkumar S,

Sub: Offer Letter

We are pleased to inform you that you have been offered paid internship for **6 months** followed by full time employment in Qualian Technologies Pvt Ltd for the position of **Trainee Software Engineer** based on your performance in interview with us. You will be based in our Chennai unit, Qualian Technologies Pvt Ltd, # 157, Developed Plot, Perungudi Electronic Estate, Chennai - 96.

In this internship period, you will be entitled for a stipend of Rs **10,000/-** per month. On the successful completion of 6 months internship and PG degree, you will be paid with Annual CTC of Rupees **300,000/-** as detailed in Annexure - A.

Your internship with us will be governed by the Terms & Conditions as detailed in Annexure - B.

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.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

For Qualian Technologies Pvt Ltd



Senthil Palanisamy

(Director)

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Annexure – A

Salary structures can be bifurcated as under:

Compensation structure

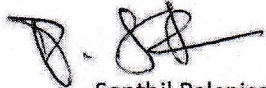
(Figures in rupees)

Components	Annual
Basic Salary	1,20,000
HRA	60,000
Special Allowance	74,628
LTA	12,000
Provident Fund (12% Basic)	21,600
*Gratuity	5,772
*Group Medical & Personal Insurance**	6,000
CTC	300,000**

*This is actual cost of insurance policy in respect of an employee and varies from year to year.

** During the fulltime internship period, you will receive a stipend of Rupees 10,000 per month. Once you complete your current PG course, you will be receiving a salary of Rupees 3, 00,000 per annum as discussed earlier.

For Qualian Technologies Pvt Ltd


Senthil Palanisamy
(Director)

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Annexure – B

Employment terms

1. Your duties and responsibilities will be as assigned to you from time to time by the CEO of the company or any person authorized by the company.
2. During the term of your employment you will not represent, handle, or otherwise undertake any other business or activity, its being clearly understood that you will devote your full working time exclusively to this company's work and business.
3. This agreement may be terminated by giving a 60 days' notice by you failing which you are liable to pay 25% of your annual CTC. During the notice period, any pending assignments must be completed to the satisfaction of the company before you will be released.
4. Upon termination of your employment, you will return to the company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the company.
5. You will be entitled to leave and other fringe benefits as per the policies of the company.
6. You may be required to proceed from time to time on assignments at stations outside Chennai and overseas. Your services are liable to be transferred at any time to any office of the company or its associate organizations.
7. You will be retired from service upon reaching age 60 or earlier in case you are found physically / mentally unfit to work any longer or for continued ill health as certified by medical practitioner designated by the company.
8. Your conduct always should reflect observance of the national and local laws and the rules and regulations of the company. In all dealings with the company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you

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9. In all matter not covered above, you will be governed by the statutory regulations / provisions or the laws of the company applicable to your position.

10. Document Submission: At the time of joining, please bring the photocopies of following documents to complete your joining formalities.

- ☐ 4 passport size photographs.
- ☐ Proof of all Education / Qualification certification.
- ☐ Copy of Passport
- ☐ Photo Identity proof (Passport/Drivers Licence/PAN Card/Aadhaar Card)

If the terms and conditions are acceptable to you, kindly sign and mail the duplicate copy of this appointment letter to us within **3 days** from the receipt of this appointment letter. In case we do not receive any formal acceptance within the above-mentioned period, our offer of appointment will be treated as cancelled.

The terms and conditions are agreed to and accepted by me.

Signature: 

Date: 03.12.2021