

Ch. Durga Rao
16241A0570
CSE



December 20, 2019
Ref: SGI/CAPL/014

Mr. Chala Durga Rao
Hyderabad

Dear Chala Durga Rao,

Sub: Letter of Intent to Offer Employment

Dear Chala Durga Rao,

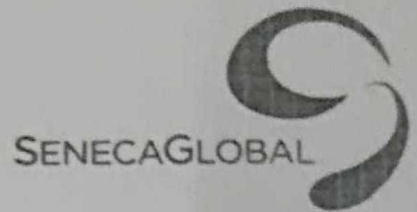
SenecaGlobal congratulates you on successful selection through campus hiring process and we are pleased to consider your application for employment as Software Engineer (Grade G1 – A) at the company.

Your total Annual Salary along with Growth and Wellbeing benefits (maximum) will be **Rs. 4,08,000/- (Rupees Four Lakh Eight Thousand Only)**, as detailed in Annexure A.

Your date of joining would be communicated to you in May 2020.

1. This letter of intent to offer employment is subject to successful completion of your graduation/post-graduation with overall 70 percent or 7 CGPA or equivalent score.
2. You are required to send a copy of certificates supplementing your academic qualifications and all other relevant documents, wherever applicable along with the signed acceptance of this letter.
3. Prior to your employment with SenecaGlobal, you will be provided an opportunity to undertake final year project, as a project intern, for a maximum period of 4 months, during which you would be paid a stipend of Rs. 12,000/- per month.
4. You will not without the consent of the management, disclose or divulge or make public except on legal obligations any information regarding company matters. You shall also observe strict secrecy regarding the business of the company.
5. In case of seeking separation, you are required to give four (4) months of notice or four (4) months' salary in lieu thereof; during first three years of service from the date of joining.
6. The associate joining the company is expected to have an unobjectionable past record. The offer of employment issued to you upon joining the company is conditional subject to successful clearance of your background verification checks done by the Company.
7. Please note that this is only a letter of intent to offer employment which does not create any relationship of employer and employee.
8. The above salary and benefits structure is based on the current labour laws, other statutory regulations and is subject to change depending upon the amendments, if any, in those laws and regulations made by the Central and/or State Governments.
9. If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance on or before December 22, 2019 failing which this letter shall automatically stand cancelled without any further reference to you, unless extended by the Company in writing.

Chala Durga Rao



For any questions or clarifications regarding this letter, please contact Ajay Mali on +91 89789 88841 or send an email to ajay.mali@senecaglobal.com.

Looking forward to your joining our Company,

Thanking you,

Yours faithfully,

For Seneca Global IT Services Private Limited

I accept the above terms and Conditions

SITARAMA SARMA
MANTHRAVADI

Digitally signed by SITARAMA
SARMA MANTHRAVADI
Date: 2019.12.20 17:51:49
+05'30'

(Sarma Manthravadi)
Senior Vice President – Operations

Name:
Date:

CC:
Accounts
Personal file

Annexure A

Salary Earnings		Annually (Rs.)	Monthly (Rs.)
A. Fixed Salary			
Basic Salary		84,000	7,000
House Rent Allowance		33,600	2,800
Food Coupons		26,400	2,200
SenecaGlobal Benefits Plan (SGBP)*		28,000	2,333
Additional Allowance		82,362	6,863
Total (A)		2,54,362	21,197
B. Statutory and Retiral Benefits			
PF Employer Contribution		21,600	1,800
NPS Employer Contribution		0	0
Gratuity		4,038	337
Total (B)		25,638	2,137
Total Salary (A + B)		2,80,000	23,333
C. Growth and Wellbeing Benefits			
Training and Project Performance Benefits			85,000
Professional Certification Reimbursement			30,000
Medical and Insurance Benefits			13,000
Total (C)			1,28,000
Total Salary and Benefits (A+B+C)			4,08,000

	Annually (Rs.)	Monthly (Rs.)
SenecaGlobal Benefits Plan (SGBP)*		
Leave Travel Allowance	7,000	583
Phone and Internet Allowance	15,000	1,250
Books & Technical Magazines	6,000	500
Total	28,000	2,333

I. SenecaGlobal Benefit Plan (SGBP)

SGBP is a Flexible Basket of allowances which includes, Leave Travel Assistance, Food Coupons, Phone and Internet Allowance and Books & Technical Magazines. Associate can choose from this basket based on personal needs and preferences for availing income tax benefits. The amount declared towards these components, subject to limits as per Company policy, will be reduced from the pre-tax salary.

II. Statutory and Retiral Benefits

- PF Employer Contribution:**
12% of Basic Salary is contributed towards Provident Fund (PF). If the monthly Basic Salary is less than Rs. 15,000 per month, 12% of Rs.15,000 is considered towards PF Contribution as per applicable rules under Employees' Provident Funds & Miscellaneous Provisions Act, 1952
- National Pension System (NPS) Employer Contribution**
NPS Employer contribution is an optional salary component regulated and governed by Pension Fund Regulatory and Development Authority (PFRDA), which is applicable only to those associates who subscribe to the NPS

scheme. Maximum amount of contribution cannot exceed 10% of the Basic salary and is eligible for tax benefit under the Income Tax Act

- Gratuity
Gratuity is payable to eligible associates as per the provisions of The Payment of Gratuity Act, 1972 and Company policy.
- Statutory Bonus
Statutory bonus is payable to eligible associates as per the provisions of The Payment of Bonus (Amendment) Act 2015 and Company policy.

III. Growth and Wellbeing Benefits

- Training and Project Performance Benefits (Rs. 85,000)
Represents the amount payable to associates on successful completion of training program and project performance, payable as per the Company Policy.
- Professional Certification Reimbursement (Rs. 30,000 maximum)
Represents maximum reimbursement of cost incurred by an associate for acquiring focused professional certification to meet business needs, as per the Company policy. This reimbursement would be recovered from the associates, if he/she leaves the Company within 1 year from the date of disbursement.
- Medical and Insurance Benefits
 - Insurance (Medical + Accident)
 - Associate and their dependent family members (Spouse + 2 children upto the age of 25) are insured for a total sum of Rs. 4,00,000/- under Group Health Insurance policy of Company.
 - Associate is insured for Rs. 20,00,000/- under Group Personal Accident Insurance policy of Company.
- Annual Health Check-up
Associate is entitled for medical check-up under Annual Health Check-up policy of the Company once every year.
- Maternity Benefit - Child Day Care Creche Facility
Female associates are also entitled to reimbursement of Rs. 5,000/- per month (maximum) towards Day Care Creche facility for newborn child till the age of one year as per the provisions of Maternity Benefit (Amendment) Act, 2017 and Company policy.
- Other miscellaneous
In addition to above, Annual Day is celebrated by the Company by sharing happiness in the form of a Gift card or other benefit, as decided by the Company every year.

The Growth and Wellbeing benefits, Medical, Insurance and other miscellaneous benefits mentioned above are as per the current Company policy/practice and are subject to change from time to time at the discretion of the Company.

Relocation expenses reimbursement shall be allowed for out-station candidates at actuals (upon production of original bills) to cover the cost of transportation of household items and travel expenses of the family (self, spouse and two children) as per the Company policy. Associate would attain eligibility for this reimbursement after completion of three months of service and should claim within 3 months from eligibility date. This reimbursement would be recovered, if the associates leaves the Company within one year from the date of their joining.