



To,

Date : 1st Dec 2018

Mr D S S S Mounika,
Email: mounikadandu35@gmail.com
Mobile: +919542817787

OFFER LETTER

Dear D S S S Mounika,

With reference to your application and face to face interview, we have pleasure in offering you an appointment in our organization with effect from **1st December 2018** subject to the following terms and conditions enumerated below:

1. On joining your designation will be **Junior Software Developer** and you will be receive a salary of **Rs. 1,20,000** per Annum.
2. Breakdown of your monthly salary as mentioned in **Annexure 1**

The offer is subject to the following terms:

- You will be required to sign Employee Confidentiality and Non-Solicitation and Proprietary Information and Inventions Agreement on joining Dinoosys Technologies Pvt. Ltd.
 - Clearing the background verification process, conducted by an independent organization appointed by Dinoosys Technologies Pvt. Ltd.,
 - Submitting the required documents mentioned in **Annexure 2**
3. During out of station you will be paid local travelling expenses (Hotel stay expenses, Cab fare and travel ticket fare) on company's business as per the company policy. You will be required to submit a signed voucher covering such expenditures.
 4. You will be on **probation period of six months** from your date of joining. Your performance will be closely monitored during the probation period. On satisfactory completion of your probation period, your appointment will be confirmed in accordance with terms that will be communicated to you at that time.

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DINOOSYS TECHNOLOGIES PVT LTD

Plot No : 44, Tagoor Building, 2nd Floor, Samatha Nagar, Near Rishi Collage Road,
Addagutta Society, Kukatpally, Hyderabad – 500072

Email: hr@dinoosys.com, Website: www.dinoosys.com , Tel: +91 40 4858 6383



5. Official working hours will be **09:00 AM to 06:00 PM** (9 Hrs log in) with a **weekly off on 2nd and 4th Saturday every month and weekly off on Sunday**. You will be positioned in Hyderabad by you will have to travel to different locations in India.
6. You will be eligible for 24 days paid leaves per annum on completion of Probation period and will be subject to company rules pertaining to sick leave after completion of probation period. You will not be entitled to any leave during your probation period. On completion of probation period you will be eligible for 12 weeks paid leave during your Maternity leave.
7. You will be under **6 (six) months** probation period post the joining of the company. You will be bound with it and not allowed to leave the company before completion of the probation period.
 - a. However either party can terminate the employment during the probation period by giving **15 days** notice period in writing or salary in lieu thereof. After probation period you will have get confirmation letter in writing after the probation period performance review.
 - b. However either party can terminate the employment by giving **one month** notice period in writing of salary in lieu thereof, in the event of leaving the company after probation period. Also company will be entitled to terminate the employee's service without any notice or compensation thereof in case of any unacceptable action, occurs from employee side or breach by employee of any terms, stipulations contained in this offer during the period of probation or employment.
8. The Employee agrees to abide by the Indian labour law and will be solely responsible for any misconduct or mischievous behavior during his/her contract with the company in India.
9. Employee during continuation of employment shall not divulge or discuss any information or knowledge obtained by them during their employment as to the business affairs or methods of the company or trade secret process of the company to any other person or to any other company and shall prevent any other person from doing so. Employee shall not have any proprietary interest in any work product developed or used by him during their employment in the company.
10. Employee agrees not to seek any other employment during the period of his/her contract unless the management gives written approval.



11. The management may dismiss the employee without any notice in any of the case provide for against Indian labour regulations.
12. This offer letter does not entitle you an employment with Dinoosys Technologies Pvt. Ltd., until completion of background screening.
13. Employee agrees not to disclose any of the company proprietary information (including source code, trade secrets and client information) during the employment in company and after the employment for one year.
14. Employee agrees to pay off all the dues to company before the last day of employment in writing with company.
15. Employee agrees to pay off joining bonus if the employee leaves the organization within one year of joining.
16. Employee agrees to return all the company assets before the last day of employment including company ID cards, laptop without any damage, mouse, laptop chargers and any office instruments used by employee during the employment with company as per the company exit policy.

We look forward to an enduring association with you and take this opportunity of wishing you all happiness and prosperity throughout your career with Dinoosys Technologies Pvt. Ltd.,

Please sign and return the duplicate copy of this letter in token of acknowledgement along with passport/Aadhar card copy and recent photograph in plain white background. Make sure that you are maintaining confidentiality of this document.

(Note: This offer letter is valid to join on or before 31st December 2018)

Best Wishes

For Dinoosys Technologies Pvt. Ltd.,


Authorized Signatory



Accepted on 3-12-2018
D.S.S.S. Mounika
Suguna Salya Sree Mounika

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Annexure 1:

Salary Break-down		Per Annum	Per Month
1	Basic	₹ 48,960.00	₹ 4,080.00
2	HRA	₹ 29,376.00	₹ 2,448.00
3	Conveyance	₹ 6,000.00	₹ 500.00
4	Other Allowance	₹ 35,664.00	₹ 2,972.00
Total Annual Salary		₹ 120,000.00	₹ 10,000.00
Total CTC		₹ 120,000.00	

- ▶ Deductions from monthly compensations will be towards Professional Tax (As applicable) and income tax as applicable
- ▶ Business expenses will be reimbursed on production of original bills. Disbursement will be in 3rd week of every month. Bills will be settled on monthly basis.
- ▶ Income tax will be deducted as per government norms.,
- ▶ It is policy of the Company to conduct performance reviews annually which is between 1st of March to 31st March. Salary increases are dependent on individual performance. All the salary increases will be effective from 1st April.
- ▶ Any decision to implement any salary increase or any other change in your compensation at any time is in the sole and absolute discretion of the company.
- ▶ Joining bonus will be paid off during the second month salary pay off (if any).



D.S.S.S. Mounika

Annexure 2:

Documentation Checklist for New Joiners

Please bring the following documents as well as the information listed below on your date of joining. Please note that originals are required only to attest the copies and will remain with you. The HRIS form enclosed with this document needs to be sent back immediately.

- ▶ Copies of the offer & appointment letters of all previous employers
- ▶ Copy of your ID proof and address proof
- ▶ Copies of the previous companies Experience/Relieving letters,
- ▶ Copy of the last employer's pay-slips of all months for that financial year, bank statement, full & final settlement copy of last employer,
- ▶ Copies of your academic certificates,
- ▶ Copy of your passport,
- ▶ 3 recent passport size photographs with white background,
- ▶ Copy of the PAN card & Aadhar card,
- ▶ Proof of identity of employee's nominees (for beneficiary nomination details) and bank A/c details for insurance purpose,
- ▶ Existing bank account details and a cancelled cheque,
- ▶ Any other relevant certificates as requested by the company.



D.S. S. S. MOONIKA