



25<sup>th</sup> August 2019

Dear Sudha Yella,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below.

**Position:** Associate Engineer  
**Date of Joining:** 3rd September 2019  
**Compensation:** CTC (Cost to Company) of Rs. 1,44,000/- per year  
**Notice Period:** In case of resignation of services, employee will be required to give three months notice in writing.  
**Place or work:** Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned to any location in India or abroad where the organization or any of its associates or customers conducts business.

If you choose to accept this job offer and comply with the terms and existing policies, which are modified from time to time, we request you to confirm your acceptance by responding to this email within 3 days, failing to which, this offer of employment is liable to be invalid.

Note: Please find the details of terms and conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

Sincerely,  
Pradeep Pavuluri  
Director

Accepted By:

\_\_\_\_\_

Accepted Date: \_\_\_\_\_

ID Type: \_\_\_\_\_

Photo ID#: \_\_\_\_\_

## Terms & Conditions

### 1. Working Hours

The organization works 5-6 days a week, 8 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5-6 days a week and your weekly off may not necessarily be on Saturday or Sunday. Your standard working hours will be from 10:00AM to 7:00 PM, which is subject to change. You will be working alternate Saturdays during your employment with Cognine.

### 2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining Cognine regarding your employment and the business matters of the organization.

### 3. Authenticity

Note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided by you is false/untrue, the organization reserves the right to immediately terminate your services.

### 4. Permanent Account Number (PAN)

PAN is mandatory under Income Tax Act for processing salaries.

### 5. Statutory Compliance

Income Tax and Professional Tax or any other payments will be deducted from your salary, applicable as per statutory taxes.

### 6. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned and illegal drugs as per the organization policy, it would result in action leading up to termination.

### 7. Background Checks

Background checks (address, education, employment, criminal and/or any other check required by organization) are conducted for all associates. If the information provided by you is misrepresented, the organization has right to take appropriate action leading to termination of employment.

### 8. Probation Period

Probation period is for a duration of 3 months allowing both employee and employer to understand the fit. Probation period may be extended by a maximum of additional 3 months if the employer deems necessary to evaluate employee further. Notice period rules do not apply during probation period.