



Date: **12-Apr-2022**

Ref. No.: **RT1/EEI/2122/1425**

**Ms. Nagaveni Gopal Naik**  
**Karigundi,**  
**Malinaonikeri, Sirsi**  
**Uttar Kannada- 581402**

**Dear Nagaveni,**

Thank you for exploring career opportunities with us and it is our pleasure to welcome you to **Robosoft Technologies India Pvt Ltd**. You have successfully completed our initial selection process and we are pleased to make you an offer. We believe your skills and experience is an excellent match for our company. You have been selected for the position of **Graduate Engineer Trainee (Band T1)**. Your employment will be effective from your date of joining, which shall be on or before **01-Aug-2022**.

Under the terms of this offer:

Your employment with **Robosoft Technologies India Pvt Ltd** is deemed to be confirmed after **6 (six)** months of your joining unless you are communicated otherwise within the said period. This confirmation is subject to satisfactory performance of the services expected of you.

Your "Annual cost-to-company" will be **INR 4,50,000 (Rupees Four Lakhs Fifty Thousand Only)** Please refer Annexure-I for details on the compensation and statutory deductions.

Your work location of position will be **Udupi**, but you may be required to work in any other place as per the requirement of the Company and The Company also reserves the right to change the position for which you are being hired and/or your duties. As per company requirements you may have to work remotely from time to time as per business needs or government mandate.

You will be issued a letter of appointment with all (i) terms & conditions of the employment at the time of your joining or earlier once you have accepted the Offer and (ii) the terms and conditions set forth in the Service Rules of the Company as amended from time to time. You are required to complete the pre joining formalities as per the Company Policy before the Date of Joining.

As an employee of the Company, you will have access to certain Company confidential information and you may, during your employment, develop certain information or inventions, which will become the property of the Company, or its parent or subsidiary companies, or that of its customers or partners. You will need to sign the Company's letter of appointment as a condition of your employment on the day of joining as well as a separate Non Disclosure Agreement. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former

**Robosoft Technologies Private Limited**

217, NH 66, Santhekatte, New Udupi - 576 105, India ● Tel: 91 820 2593930 ● info@robosoftin.com ● www.robosoftin.com  
Corporate ID No.: U72900KA2000PTC027961

employers, if any. Also, you represent that you are not subject to any restrictions that prevent you from working for the Company.

This offer of employment is subject to the following conditions:

- a. You being found medically fit pursuant to the detailed medical check up to be carried out at Company approved hospital/ clinic;
- b. The Company will be entitled to conduct background checks carried out either on own or through an external agency and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard; and
- c. All information and data furnished by you to the Company, based on which this offer of employment is made, being found true and correct.

**This offer letter is also subject to your executing a Service Agreement for 36 months, in the prescribed proforma with our Company, on successful completion of your academics and before joining our Company. A copy of the said proforma is available with our HR personnel for your review.**

It gives us a great pleasure to invite you to join the Robosoft family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Robosoft Technologies. Please confirm your acceptance of this offer by signing and returning one of the original offer letters before **14-Apr-2022 after which time this offer will be considered to have been withdrawn by the Company without further notice to you.**

You are expected to produce, before joining, a set of documents as mentioned in Annexure-II. Any pending documents are required to be submitted on the date of joining.

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

In case of further clarifications, please get in touch with our Human Possibilities Team (E-Mail: [hrd@robosoftin.com](mailto:hrd@robosoftin.com) , Contact No: - 0820 – 2593930, +91-9606298101).

Best Regards,



**Anitha D Aiyappa**  
**Vice President – Human Possibilities**

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I accept the Offer as outlined above

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Date]

### ANNEXURE – I

Your Compensation Package, on CTC (Cost to Company) basis, shall be INR 4,50,000 per annum, as detailed below:

Sl No.	Component	Amount in Rupees per month	Amount in Rupees per annum	Description
1	Basic Salary	15,000	1,80,000	Paid monthly
2	House Rent Allowance	6,000	72,000	Paid monthly
3	Conveyance Allowance	1,600	19,200	Paid monthly
4	Medical Re-imbusement	1,250	15,000	Paid monthly
5	Food & Refreshments	1,000	12,000	Paid monthly by meal coupons
6	Leave Travel Allowance	1,250	15,000	Paid monthly
7	Other Allowance	4,529	54,346	Paid monthly
	<b>Annual Gross Salary</b> (Total of components 1 to 7)	30,629	3,67,546	
8	Provident Fund (Employer's Contribution)	1,800	21,600	Employer's contribution paid monthly
9	Medical Insurance Premium	600	7,200	Paid directly by the Company
10	Gratuity	721	8,654	Paid directly by the Company
	<b>Total Fixed</b>	33,750	405,000	
11	Variable Pay I	3,750	45,000	Paid at the end of the year based on <b>Individual</b> performance
	<b>Total CTC</b>	37,500	4,50,000	

- (a) Group Medical insurance coverage: You would be eligible to be covered under the Group Medical insurance coverage of the company with a cover of 4 LAKHS applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you, that is additional Medical Insurance Premium charges of INR 9,000 per annum (approximately). If enrolment of parents is not opted for, the applicable cover (for self only or self + spouse + up to 2 children) will be 4 LAKHS.
- (b) Personal Accident Insurance coverage: Company provides Personal Accident Insurance for employee, the coverage of this insurance is INR 2 Lakhs, the applicable premium is part of CTC.
- (c) Variable Pay: - Variable Pay (VP) amount mentioned shall be payable as per Variable Pay Policy applicable for the Financial Year.
- (d) Food Coupon: - Food Coupon provided by the Company based on voluntary declaration and is tax exempted. One can opt for INR 1000/- per month or INR 2000/- per month as part of initial declarations upon joining the Company.
- (e) Gratuity:- Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
- (f) Employee Provident Fund: - 12% of Basic Salary or INR 1800 Per Month. EPF applicable both from Employer and Employee's side contribution shall be deducted from monthly Gross salary

**Statutory deductions towards Professional Tax, Income Tax and any other taxes as applicable shall be effected from the monthly gross salary.**

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Yours sincerely,



**Anitha D Aiyappa**  
**Vice President – Human Possibilities**

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I accept the Offer as outlined above

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Date]

**ANNEXURE – II**

List of documents to be brought on the date of joining

1) Identity & Address Proof:

- a. PAN Card
- b. Aadhaar Card
- c. Passport
- d. Voter ID card or Driving License or Ration Card

**Two sets of photo-copies of the above documents required**

2) Academic Records:

- a. Bachelor's Degree Certificate + Final Mark List
- b. 12<sup>th</sup> Standard/PUC Mark List
- c. 10<sup>th</sup> Standard Mark List
- d. PG Degree/Diploma / Any other relevant Degree Certificate + Final Mark List (if applicable)

3) Records of previous Work experience

- a. Work Experience certificate from all past employers
- b. Relieving letter from the immediate past employer
- c. Appointment Letter from the immediate past employer
- d. Pay-slips for the past 3 months

**One set of photo-copies of all the above documents in SI 2 and SI 3.**

4) 10 Passport size + 1 Stamp Size Photos

5) For reference and antecedents' verification:

Contact details of 2 senior team members (lead/managerial level or above)/ HR officials from your immediate 2 past companies (In case you have worked only in 1 company, please provide 2 contacts from the same company)

- i. Name
- ii. Designation
- iii. Email address
- iv. Mobile Phone number