

Hyderabad,
7th Jan 2023

Dear Bellana Aditya Patro,

Sub: Offer Letter

With reference to the evaluation of your application with us for an employment, we are pleased to offer you a role of **“Trainee, System Development”** in Hansa Solutions India Private Limited.

Your initial place of reporting will be in Hyderabad. However, you might have to work location at client i.e.Mumbai or any other location as decided by the company from time to time.

You will be on Internship for Six (6) months from the date of joining, during which you will be entitled to receive a stipend of Rs. 25,000/- per month (Twenty Five thousand rupees only). On successful completion of internship without any backlogs and satisfactory progress made during Internship, your Annual Total Compensation (ATC) will be as mentioned in Annexure-A

In the event of you resigning from your position at Hansa Solutions within 2 years from your date of joining under any circumstances, you agreed to pay Rs. 2,00,000/- to Hansa Solutions. However, as the years pass by, the amount to be paid will vary as the payable amount will be computed on a yearly prorated basis.

Your appointment will be governed by the terms and conditions of employment rules of the company, regulations and practices in vogue in the company and those that may change from time to time. Your compensation is **highly confidential** and if the need arises, you may discuss it with your HR Manager only.

At the time of joining, please submit the following documents:

- ✓ Photocopy of your education certificates and mark sheets from 10th onwards.
- ✓ Photocopy of your Passport. If not available, should acquire at the earliest.
- ✓ Relieving letter from your previous employer and last drawn pay slip OR Conduct Certificate from the last educational institute, whichever is applicable.
- ✓ Three recent passport size and two stamp size color photographs.
- ✓ Permanent Account Number (PAN) along with the original card
- ✓ Duly signed acknowledged copy of the offer letter.

After accepting this offer, you are required to be registered with the National Skills Registry (NSR) and provide the ITPIN number within 3 months of your joining.



For Hansa Solutions India Private Limited,

Acceptance Signature

Date:

Annexure A
CTC BREAKUP

Name	Bellana Aditya Patro
Designation	Trainee, System Development
Joining Date	Jan End/Feb Beginning
Probation Period	06 months
Internship Period	06 months

Salary Components	Per Month	Per Annum
Basic	12,337	1,48,046
HRA	6,169	74,023
Life Style Allowance	5,243	62,919
Conveyance Allowance	3,701	44,414
Food Allowance	3,393	40,713
Monthly Gross Salary	30,843	3,70,115
		-
Provident Fund		17,765
Medical Insurance		5,000
Gratuity		7,121
Joining Bonus		25,000
Cost to the company		4,25,001

We take this opportunity to thank you for joining Hansa Solutions & wish a long lasting mutually beneficial association.

We look forward for your excellent contribution and support to build your career in our Company and growth of the Company as well. Should you have any further questions or clarifications, please reach us at hrteam@hansasolutions.com.



For Hansa Solutions India Private Limited

Acceptance Signature

Date:

Note: Your appointment is subject to satisfactory professional reference checks.