

07th August 2018

Mr. Shreyas Tapkir
A/17, Mayanagri, Kundan Nagar,
Opp. Alfa Laval,
Phugewadi,
Pune-411012

LETTER OF OFFER

Dear Shreyas

On behalf of NAVIONICS TECHNOLOGIES PVT. LTD., we are pleased to offer you the employment as a **GIS Associate -Trainee** You are requested to join on or before **16th August 2018**.

You will initially be posted at Hyderabad and your appointment will take effect from the date of your joining.

Your Gross Annual Compensation package covering all benefits extended by the Company will be as discussed. i.e. **INR 3 Lakhs (Rupees Three Lakhs only)** per annum.

You will be provided one-month company accommodation till you arrange your own accommodation and one way travel expenses by train (3 tier a/c) subject to submission of your actuals.

Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company 's Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the standard Appointment Letter, a copy of which is available with the HR Department, before signing the 'Letter of Offer'.

One copy of the 'Letter of Offer' (issued to you in duplicate) may please be returned to the undersigned, duly accepted, by **10th August 2018**.

On the day of joining, please bring the documents listed in Annexure 'A'. Your offer is valid subject to medical Report given by certified Doctor.

Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome and we look forward to a mutually beneficial and enduring working relationship.

Thanking you,
For NAVIONICS TECHNOLOGIES PVT. LTD.,



K Sudha
HR Manager



**Annexure "A"**

The following copies of documents need to be submitted on the date of joining along with Originals for verification:

1. Appointment Letter
2. Experience letter /Relieving letter
3. Last drawn pay slip
4. Education Qualifications (10th Class Certificate to Highest Qualification)
5. One Passport size photograph (for Bank Account)
6. One Passport size photograph (for Identity Card)
7. PAN Card
8. Aadhaar Card
9. Pre-Employment Medical Record
10. Bank statement reflecting your last three months' salary