

Allapa Bhargavi
Bangalore (On-site)

20/12/2025

Offer Letter

Dear **Allapa**,

Congratulations! We are pleased to confirm that you have been selected to work for **ENGMINDS PRIVATE LIMITED**. We are delighted to make you the following job offer.

We are offering you the position of **Associate Software Engineer** with an annual cost to company (CTC) of **INR 6,00,000 /- (Rupees Six Lakh only)** per Annum. In addition to your base salary, we believe that you can be an asset to ENGMINDS. Furthermore, we are certain that you will enjoy your stay with us since we always balance work and life outside of work.

You are required to join the Company on **01/01/2026 at 10:00 AM**, beyond which this offer stands cancelled unless the said delay is communicated beforehand.

The standard **shift timing will be from 10:00 AM to 07:00 PM IST (shift timing)**. Any changes to this schedule, if required, will be communicated to you in advance. Please note that your job location will be **Bangalore**.

Your working hours will be determined by management. You will work five days a week, governed by Company Policies and Procedures. The regular appointment letter with detailed terms and conditions will be issued to you once all your joining formalities are completed. The terms mentioned on this Offer Letter shall be superseded by the said appointment letter.

This Offer Letter is being issued to you based on the information furnished by you. However, if any discrepancy is found between the information furnished by you and the documents supplied by you then in that event this Letter Offer shall automatically stand withdrawn.

Authorized Signatory



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Sonam

Sr. HR Generalist
Engminds Pvt. Ltd.

Accepted and Agreed by Candidate

Allapa Bhargavi
Dt - 27/12/25

.....
Signature & Date:

On the day of joining, please share the following documents (whatever documents are valid in your case):

1. Copy of your updated resume.
2. Appointment Letter/Offer Letter of last organization
3. Relieving/Resignation letter of last organization
4. All Educational Certificates plus any other degree/diploma
5. 2 Color Copy of Pan Card.
6. 2 Color Copy of Aadhar Card.
7. Anyone of the following permanent residential proofs (i.e., Voter-card, Passport, Driving License)
8. Passport Size Photographs (Latest Photo with White Background)
9. Blood type

Please sign the enclosed copy of this letter and return it to me ASAP.

Note: Any Tax liabilities arising out of the remuneration will be deducted as per the Income Tax Rule.

Authorized Signatory

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Sonam
Sr. HR Generalist
Engminds Pvt. Ltd.

Accepted and Agreed by Candidate

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Signature & Date:

Salary Annexure

Salary Annexure			
Name	Allapa Bhargavi	Position	Associate Software Engineer
Date of Joining	01 January 2026	Location	Bangalore (On-site)

Particulars	Monthly	Yearly
Basic	24,100.00	2,89,200.00
HRA	9,640.00	1,15,680.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Uniform Allowance	2,000.00	24,000.00
LTA	5,000.00	60,000.00
Special Allowance	4,610.00	55,320.00
Gross Fix Pay (A)	48,200.00	5,78,400.00
Employer's Contribution(B)		
PF - Employers Contribution	1,800.00	21,600.00
Total B	1,800.00	21,600.00
CTC(A+B)	50,000.00	6,00,000.00
Deductions		
PF - Employee Contribution	1,800.00	21,600.00
PT - Employee Contribution	200.00	2,400.00
Total Deductions	2,000.00	24,000.00
Net Inhand Salary before TDS	46,200.00	5,54,400.00

Note:-

*Provident Fund: Employer Contribution 12% of Basic (Employee also contributes 12 % of basic).

* Any Tax Liabilities arising out of the remuneration will be deducted as per the Income Tax rule.

* Health Insurance amount will be deducted as per Applicability.



Job Responsibilities

As an **Associate Software Engineer**, your roles and responsibilities would typically involve:

1. Coding and Development:

- Write clean, efficient, and maintainable code.
- Assist in the development and implementation of new software features.
- Collaborate with team members to integrate code into larger projects.

2. Technical Support:

- Troubleshoot and resolve technical issues for end-users.
- Provide support for software and hardware installations and configurations.
- Document solutions and maintain the support knowledge base.

3. Testing and Quality Assurance:

- Conduct manual and automated testing of software applications.
- Identify, document, and track bugs and issues.
- Work with developers to ensure issues are resolved and the software meets quality standards.

4. Data Management and Analysis:

- Collect and analyse data from various sources.
- Generate reports and visualizations to support business decisions.
- Ensure data accuracy and integrity.

5. Learning and Development:

- Continuously improve technical skills and knowledge through training and self-study.
- Stay updated with the latest industry trends and technologies.
- Participate in team meetings and contribute ideas.

6. Documentation and Reporting:

- Create and maintain technical documentation for projects.
- Prepare reports on project progress and technical issues.
- Communicate effectively with team members and stakeholders.

7. Collaboration and Teamwork:

- Work effectively as part of a team to achieve project goals.
- Participate in code reviews and provide constructive feedback.
- Collaborate with cross-functional teams, including design, product management, and operations.

8. Adherence to Best Practices:

- Follow coding standards and best practices.
- Adhere to project timelines and deadlines.
- Ensure compliance with company policies and procedures.

9. Collaboration & Process Adherence:

- Work closely with data engineers, analysts, and cross-functional teams.
- Follow data governance standards, security policies, and best practices.
- Adhere to project timelines, guidelines, and company procedures.

Note: The above responsibilities represent the initial scope and are subject to evolution based on project demands and organizational goals.

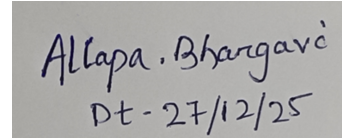
Authorized Signatory



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Sonam

Sr. HR Generalist
Engminds Pvt. Ltd.

Accepted and Agreed by Candidate



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Signature & Date: