



RR Donnelley India Outsource Pvt. Ltd.
Registered Office: 43 A 1st Main Road, R.A. Puram,
Chennai – 600 028, India.
Tel: + 91 44 42241000 Fax No. : + 91 44 42241021
Corporate Identity Number: U30006TN1995PTC053395

March 28, 2019

CAF ID: 30032019-LOK-LIL-150599
Ref Code: 11429-SEN-10\874

Lokesh K
No: 206, 8th Street
Kalaingar Nagar, Kovil Pathagai, Avadi
Chennai
600054

Dear Lokesh K,

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Document Specialist** at Job Level **L1**.

RR Donnelley is a multibillion dollar global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **April 24, 2019** in our Chennai office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!
We wish you the very best as you begin your career with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Raghavan', with a stylized flourish at the end.

Ramesh Raghavan
Assistant Vice President - Human Resources

COMMUNICATIONS
ENABLED

GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure "B" and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as 'the Company') may delegate to you. Please read and retain them for your records.

1. SALARY

- 1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

2. PROBATION

- 2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company.
- 2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company.

3. HOLIDAYS

- 3.1. You will be governed by the applicable law and the Leave rules of the Company.
- 3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

Please Note:

This offer letter is valid for a period of Four (4) days following the date of receipt of this letter. If we do not receive the signed offer letter from you confirming your acceptance of this offer within four (4) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.

**ANNEXURE "A"
COMPENSATION PACKAGE**

Name : Lokesh K
Job Title : Document Specialist
Job Level : L1

Components	Monthly (INR)	Annual (INR)
Basic	6,000	72,000
House Rent Allowance	3,600	43,200
Conveyance Allowance	800	9,600
Special Allowance	2,318	27,816
Medical Allowance / Reimbursement	500	6,000
Employer's Contribution to Employee State Insurance [1]	628	7536
Employer's Contribution to Provident Fund [1]	1,154	13,848
Total Fixed Pay	15,000	180,000
Gratuity [2]	288	3,456
Total Pay	15,288	183,456

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [3]	2,500
Medical Insurance (Coverage Amount) [4]	100,000
Personal Accident Insurance (Coverage Amount) [4]	317,232
Term Life Insurance (Coverage Amount) [4]	540,000

[1] As per the provisions of the ESI Act and PF Act

[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

[3] As per the Shift Allowance Policy in force

[4] Subject to Revision per the company policy

ACCEPTANCE OF THE EMPLOYEE

I, **Lokesh K**, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place: *chennai*

Name of the Employee: Lokesh K

Signature of the Employee: *K. J. J.*

Date: *03/04/2019*