

OFFER CUM APPOINTMENT LETTER

22nd December 2017

To

**Mr. Narendra Reddy Vaka,
H-NO :5-18, K. Uppalapadu (Vill),
Kondapi (MD), Prakasam District,
Andhra Pradesh -523279.**

Dear Narendra Reddy Vaka,

We are pleased to offer you an employment with **EGS** as **Sr. Software Engineer (Grade3)**.

Terms and conditions of employment, effective upon signing the agreement are as follows:

1. Duties

You shall use your best energies and abilities on a full-time basis to perform, at location designated by the Company, the employment duties assigned to you from time to time. You also shall comply with all rules regulations procedures of the Company. During your employment, you shall not directly or indirectly approach any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company. Also, you are instructed not to divulge any confidential information of, or violate any agreement with, your prior employers or their clients.

2. Compensation and Benefits

Salary

You will be paid an yearly salary of **9,00,000 INR** (Nine Lakh Rupees Only) and a monthly Gross salary of **75,000 INR** (Seventy Five Thousand Rupees) on the commencement of your employment. The break up is furnished in Annexure 1. Salary will be inclusive of all benefits and allowances. Salary will be paid by 7th of the month for the work done in the previous month. The company will review your salary on an annual basis. Any change in salary will be at the complete discretion of the Company and shall be notified in writing.

There will no over time paid for working long hours during weekdays or working on weekends. However if work is done overnight, off in lieu will be provided based on the approval from the client.

3. Annual leave and Medical Leave:

You will be eligible for (12) working days' paid annual leave for each year of Service. (1 day per month) The Customer and the Company must approve the annual leave. The annual leave beyond eligibility has to be approved by the Company.

4. Employee Referral Policy:

During the employment with the Company and/or after the termination of the employment with the Company, you shall not refer any IT professionals directly to our Client.

The company encourages you to be part of its growth by providing it with references of IT professionals who may be interested and willing to join the company. Should the company employ the services of a person referred by you, the company would pay you one time referral incentive of **5000 INR** after two months of the person starting work with the company. This referral incentive is payable only for the persons who have not earlier applied to the Company directly for a job.

5. Termination of employment: **Termination by employer:**

Except in cases of termination by the company due to your willful misconduct or non-performance, the company will provide you with **15 Days advance notice** of termination from employment of the company.

Resignation by employee:

You are expected to serve the company for minimum period of 1 (One) year. If in the event you decide to terminate the contract before 1 year, you must provide **1 (One) month advance notice**. The notice period can not be used to offset against any applicable leaves.

Only upon the company accepting your resignation shall the company inform the client of your resignation. You shall not approach the client directly regarding your termination of services with the Company.

In addition, you also need to ensure that there is proper handover and your immediate supervisor has agreed to the release date. You will be released only on the agreed release date from the current assignment.

6. Confidentiality

As part of your employment, you will acquire or develop confidential and proprietary information concerning the company and its dealings and method of dealings with its customers (and their clients or its end users) and employees and you also will develop relationships of special trust and confidence with the company's customers (and their clients or end users) and employees (Collectively, "Confidential Matter"). You agree that such Confidential Matter is for the company's exclusive benefit and that, both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the company or its customers and employees.

7. Non-competition.

During the employment with the Company and 12 months following the termination of the employment with the Company, you shall not directly or indirectly solicit the business or provide any services to the client, the client affiliates or client's client/it's affiliates (where you were assigned) as an extension to this contract or any other business without the company's written permission.

You further agree that:

- a. the company shall be entitled to injunctive relief as well as damages for any violation by you or paragraphs 4,5,6 and 7 of this agreement.
- b. paragraphs 4,5,6 and 7 are intended to be enforced in accordance with their terms but that such terms shall be deemed modified as necessary so as to render them valid and enforceable to the fullest extent permissible by applicable law.

8. Commencement of Employment

You shall report for work at our office on: **12th February 2018** and your work location is going to be with our client **Infosys, Pune / Mumbai**. In case you fail to join the company by the scheduled date, you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1 (one) months Gross salary to the Company.

9. List of Documents

The below documents are to be submitted on or before joining date, and on your engagement with the company is subject the successful clearance of your credentials by the company / third party verifying Agency. If any declaration given or furnished by you to the company is false or if you have found to be willfully suppressed any material information in such case, you will be liable to removal from service without any notice and compensation and the company will be empowered to initiate legal proceedings against you to seek compensation and damages.

- a. Bank Statement / Pay slips for the past 3 months of the Salary Account.
- b. Form-16 / Form 16(A) for the last fiscal year.
- c. Copies of your educational Certificates (10th onwards).
- d. Appointment and relieving letters from your previous employers.
- e. Copy of PAN CARD.
- f. Copy of Passport (If available)
- g. Signed acknowledgement of the copy of this Offer Letter.

10. Entire Agreement

This agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understandings and may be amended only by a writing signed by both parties.

Salary breakup:

Salary Components		Monthly INR	Annual INR
Fixed	Basic	26,250	315,000
	HRA	7,875	94,500
	Composite Allowance	34,875	418,500
	Transport Allowance	2,000	24,000
	Leave Travel Allowance	2,000	24,000
	Medical	2,000	24,000
Total Fixed Salary		75,000	900,000

The detailed appointment letter will be given to you at the time of joining. You have to join on **12/02/2018** otherwise this offer will stand withdrawn automatically.

Please send as an email confirming the receipt of this offer letter as a token of acceptance of terms and conditions mentioned above.

Your sincerely,

Preetam Basik- Director
For EGS PVT Ltd.,

Confidential