



EMPLOYMENT OFFER LETTER

Name:Akilesh AK
Bangalore

Date:17 Aug 2022

Dear Akilesh AK,

Codilar Technologies Pvt. Ltd. is pleased to offer you the position of 'Associate Software Engineer' effective from 01 Aug 2022. Your offer is governed by various policies of the company in force and subsequent amendments made thereon, if any, from time to time.

1. Compensation:

- Your Annual CTC is **INR1,92,000.00** (One Lakh Ninety Two Thousand Only).The annual CTC will be effective post-completion of your training period.The breakup of the salary is mentioned in the Letter of Intent and perquisites and benefits are prescribed in the enclosed Annexure.
- You will be eligible for the Provident Fund as per the Provident Fund Rules.
- The Company reserves the right to alter the structure or other elements of the compensation entitled to you.
- Your salary details are strictly confidential and should not be shared with other team members.
- The company will also provide you with insurance benefits for self as per the company policy.

2. Probation, Confirmation:

u will be on probation for a period of 3 (Three) months for experienced and 6 months for fresher's from the date of your appointment, where after, if your services are found satisfactory, your employment will be confirmed automatically. Probation may be extended in case performance expectations of the organization are not met which shall be notified by means of written intimation.

3. Full time employment:

Your position will be full-time employment with Codilar Technologies Pvt Ltd. and you shall devote yourself exclusively to the business and interests of Codilar Technologies Pvt Ltd. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly in any other trade or business during your employment with Codilar Technologies Pvt Ltd.

4. Code of Business Conduct:

The Company prides itself on maintaining the highest order of ethical conduct in its dealings with customers, suppliers, agents, and clients. As part of your employment, it is important that you fully understand this philosophy and the policies governing it.

5. Leave/Vacation:

- Your leave entitlement will be governed by the policy of the company subject to change time to time Entitled for 12 Earned Leave (pro-rata basis), 06 Sick Leave (pro-rata basis).
- The number of leaves in a year will be on pro-rate basis as per your joining date.
- Holidays would be defined as per company's Holiday Calendar.
- Additional leave benefit - 2 Bereavement Leave, 4 Paternity Leave, 6 Months Maternity Leave.



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6. Confidentiality:

Codilar Technologies Pvt Ltd is sensitive to privacy issues. The collection, use and disclosure of any personal information provided to **Codilar Technologies Pvt Ltd**, in consideration for employment opportunities, will be used solely for such purpose. The personal information requested by **Codilar Technologies Pvt Ltd** allows the Hiring Committee to evaluate applications for employment against opportunities in the organization, and communicate with candidates regarding the status of application. **Codilar Technologies Pvt Ltd** will not sell or otherwise provide personal information to others.

7. Separation and Notice Period:

The notice period to be served by the employees is 60 days and during probation 30 days.

- Enforcing the option of the notice period is entirely up to the management.
- During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager (in-charge).
- On satisfactory completion of handover / notice period, the relieving letter & settlement if any will be given to the employee by the management.
- Once management relieved the employee, they will get the experience certificate.
- If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employee can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, documents etc. to the employee nominated by management. Under the termination procedure the employee may not be paid company benefits & other pay in lieu depending on the circumstances under which the employee has been terminated.

8. Salary Increments/Promotions:

Salary increments/promotions will be given at the discretion of the Management depending upon your performance, attendance, behavior and after successfully completion of a working period of 12 months in the respective increment cycles (June and December).

9. Termination

After confirmation of your employment in the Company, your contract may be terminated by the Company by providing a notice period of 30 days in prior and during your probation period company can terminate with immediate effect by providing official notice.





10. Non-Solicitation:

During the term of your employment, and for a period of 2 years immediately thereafter, you agree not to solicit any employee or independent contractor of the Company on behalf of any other business.

11. Non-Competition:

You further covenant with the Company that during your employment with the Company, and for a period of 36 months after ceasing to be employed with the Company, you will not, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company directly or indirectly carry on or be engaged in any activity or business which shall be in competition with the business of the Company.

12. Non- Infringement:

You further covenant with the Company that during and after ceasing to be employed with the Company, you will not infringe any intellectual property rights of the Company, including the work submitted by you during the course of your employment.

13. Compensation:

Please refer to the Letter of Intent for a detailed salary structure. Professional Tax & Income Tax will be deducted as per the statutory laws if applicable

Yours Sincerely,

A handwritten signature in blue ink that reads "Spoorthi".

Spoorthi R
Senior Operations Executive
Codilar Technologies Pvt Ltd.
Date: 17 Aug 2022



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ACCEPTANCE

I hereby declare that I have carefully read and understood all the terms of this letter and the annexure. I have discussed this letter and sought appropriate clarifications from the Company concerning terms contained in this letter.

I convey my acceptance and confirm that I have received my original copy of offer letter and I accept the appointment offered according to the terms and conditions detailed above and in various enclosed documents.

Employee Name: Akilesh AK

Signature of Employee:

Date: 17 Aug 2022



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