

**RR Donnelley India Outsource Pvt. Ltd.**

Reg Off: 43 A 1st Main Road, R A Puram,

Chennai - 600 028. India

Telephone: + 91 44 42241000

Corporate Identity No. : U30006TN1995PTC053395



November 24, 2021

CAF ID: CAD022920

Ref Code: 15823\_SEN

Ajithkumar R  
No : 179 Thiyagi Annamalai Nagar  
TA Nagar Tiruvannamalai  
Tamil Nadu  
606601

Dear **Ajithkumar**,

**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 **Composition Associate** 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 **December 08, 2021** 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,

**Sathya KS**

Assistant Vice President - Human Resources

## **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" TO THE OFFER LETTER EMPLOYEE COMPENSATION PACKAGE

Name : Ajithkumar R  
Job Title : Composition Associate  
Band : Individual Contributor  
Job level : L1

1. **Salary:** Your salary will be INR 15,000/- per month, or INR 180,000/- per annum. (Your salary structure/details is attached to this document).
2. **Provident Fund:** 12% of Basic Salary as per provisions of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
3. **Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
5. **Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.
7. **Compensation Progression:** We are pleased to inform you that on successful completion of 1st and 2nd year from your date of joining, your Total Fixed Pay compensation per month will increase based on performance rating, as per the schedule provided below. This is subject to applicable tax deduction at source and thereafter you will fall into the regular compensation review cycle.

Rating	Salary	After 1st Year	After 2 Year
Exceeds Expectations	15000	20500	26000
Meet All Expectations		20000	25000
Meets Some but not all		19500	24000

Sincerely,



**Sathya KS**  
Assistant Vice President - Human Resources

### ACCEPTANCE OF THE EMPLOYEE

I, **Ajithkumar R** 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:**

**Name of the Employee:** Ajithkumar R

**Signature of the Employee:**

**Date:**

**ANNEXURE "B"**  
**ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT**

Ajithkumar R  
179 Thiyagi Annamalai Nagar  
TA Nagar Tiruvannamalai  
Tamil Nadu - 606601

**1 JOB TITLE**

Your Title is **Composition Associate** at Job Level **L1**.

**2 CONTINUOUS SERVICE DATE**

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

**3 SALARY**

The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

**4 HOURS OF WORK**

**4.1** You will be required to work a minimum of 48 hours a week, equally distributed among the Six (6) days of the week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements, as per the policy in force.

**4.2** You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

**5 INCAPACITY DUE TO SICKNESS OR INJURY**

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

**5.1** If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;

**5.2** The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

**6 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES**

**6.1** You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.

**6.2** You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

## **7 PLACE OF WORK**

- 7.1** You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.
- 7.2** The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

## **8 EMPLOYEE BOND**

- 8.1** You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

You hereby agree to serve the Company for a period of **24 Months** and accordingly consent to execute a Bond at the time of joining the Company.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 15.2 of this Annexure B.

## **9 RULES AND REGULATIONS**

- 9.1** The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 9.2** You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.
- 9.3** You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation.

## **10 INVENTIONS AND PUBLICATIONS**

- 10.1** Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

**10.2** You hereby irrevocably assign to the company all work that

**10.2.1** is developed using equipment supplies facilities or trade secrets of the company;

**10.2.2** result from activities performed by you for the company; and

**10.2.3** is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

**10.3** You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company.

Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

**10.3.1** trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

**10.3.2** trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

**10.3.3** patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;

**10.3.4** works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and

**10.3.5** computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).

**10.4** You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

**10.5** You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

**10.6** You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

## **11 CONFIDENTIALITY**

**11.1** You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records,

documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

- 11.2** You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.
- 11.3** On the cessation of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs.
- 11.4** You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.
- 11.5** In the event of breach of any of the conditions mentioned above in paragraph 11, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 11.

## **12 COMPANY PROPERTY**

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

- 12.1** As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.
- 12.2** You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.
- 12.3** You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.
- 12.4** Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

## **13 BORROWING/ACCEPTING/GIVING GIFTS**

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

## 14 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN)

- 14.1** You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.
- 14.2** You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

- (i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)
- (ii) reference checks;
- (iii) drug testing, finger printing and medical examination(s) if applicable and as determined to be relevant by the Company.

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 15.2 of this annexure and may be acted on at any time before or after your commencement date with the Company.

- 14.3** You are obligated to submit and validate your '**Permanent Account Number**' (**PAN**) at the time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a '**Permanent Account Number**' (**PAN**) at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

## 15 TERMINATION OF EMPLOYMENT

- 15.1** During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 15.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

- 15.2** Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

**15.2.1** The Company's right to claim the actual damages it has suffered through this breach; and

**15.2.2** Any other relief to which the Company may be entitled under contract, law or equity.

- 15.3** Misconduct will include without limitation:

**15.3.1** Absence from service without prior notice in writing or without sufficient cause for seven days or more;

**15.3.2** Going on or abetting a strike in contravention of any law;



- 15.3.3** Causing damage to the property of the Company;
  - 15.3.4** Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;
  - 15.3.5** Breach of confidentiality provisions set out in paragraph 11 above;
  - 15.3.6** Commission or attempt to commit any cyber crime.
- 15.4** In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 14, your employment may be terminated without notice.

**15.5 VOLUNTARY TERMINATION BY EMPLOYEE**

- 15.5.1** The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.
  - 15.5.2** On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.
  - 15.5.3** It is further clarified that employees voluntarily terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.
  - 15.5.4** Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.
  - 15.5.5** If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.
- 15.6** In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 10, 11, 17 and 18 of this Annexure B) shall not have any further effect. In respect of paragraphs 10, 11, 17 and 18 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 15.7** The Company's decision as to the termination of your services or employment shall be final and legally binding on you.
- 15.8** Upon any cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

**16 CYBER CRIMES**

- 16.1** You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated

or concerted act done anywhere by which the originator of such act or associates.

- 16.1.1** gain unauthorized access to the computer system or computer network; or
- 16.1.2** downloads, copies or extracts any information or data from such system; or
- 16.1.3** introduces any harmful code; or
- 16.1.4** causes any damage to the system or network; or
- 16.1.5** causes the non-functioning or malfunctioning of any system or network; or
- 16.1.6** causes denial of access to any authorized person to the system or network; or
- 16.1.7** contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or
- 16.1.8** tampers or manipulates any system or network with the object of operating the account of another person; or
- 16.1.9** alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
- 16.1.10** does any thing which has the effect of adversely affecting the performance of a computer network or services.

## **17 RESTRICTIONS**

- 17.1** You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:
  - 17.1.1** Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;
  - 17.1.2** Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;
  - 17.1.3** Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
  - 17.1.4** Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- 17.2** Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 17.
- 17.3** Notwithstanding the above, your undertakings contained in paragraph 17 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 15.1 hereof.
- 17.4** Each undertaking in paragraph 17 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

**17.5** In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 17 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 17 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

## **18 INDEMNITY**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

## **19 NATIONALITY DECLARATION & OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA**

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.

## **20 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA**

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

## **21 APPLICABLE LAW & ARBITRATION**

You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,



**Sathya KS**

Assistant Vice President - Human Resources

### **ACCEPTANCE OF THE EMPLOYEE**

I, **Ajithkumar R**, have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd., and the same are accepted and binding on me.

**Place:**

**Name of the Employee:** Ajithkumar R

**Signature of the Employee:**

**Date:**

**ANNEXURE “A”  
COMPENSATION PACKAGE**

**Name** : Ajithkumar R  
**Job Title** : Composition Associate  
**Job Level** : L1

Components	Monthly (INR)	Annual (INR)
Basic	10,000	120,000
House Rent Allowance	3,366	40,392
Employer's Contribution to Employee State Insurance [1]	434	5,208
Employer's Contribution to Provident Fund [1]	1,200	14,400
<b>Fixed Pay</b>	<b>15,000</b>	<b>180,000</b>
Statutory Bonus [3]		23,868
Gratuity [2]		5,772
<b>Total Pay</b>		<b>209,640</b>
<b>Other Benefits</b>		
Shift Allowance (Average monthly payout based on shift timings) [4]		3,000
Medical Insurance (Coverage Amount) [5]		100,000
Personal Accident Insurance (Coverage Amount) [5]		320,784
Term Life Insurance (Coverage Amount) [5]		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] Statutory Bonus – If you are eligible for 'Statutory Bonus', as per applicable provisions of Payment of Bonus Act 1965, then the 'Statutory bonus' amount mentioned herein, is the maximum amount that can be payable for eligible employees as per provisions of the Payment of Bonus Act 1965. However, the actual Statutory bonus payable to eligible employees will be as per the applicable provisions of Payment of Bonus Act 1965. Taxes as applicable shall be deducted as per Income tax rules & statutory requirements. If in the future, you become ineligible for 'Statutory Bonus' as per applicable provisions of Payment of Bonus Act 1965, then "Statutory Bonus" as mentioned herein will not be paid to you.

[4] As per the Shift Allowance Policy in force

[5] Subject to Revision per the company policy

**ACCEPTANCE OF THE EMPLOYEE**

I, **Ajithkumar R**, 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:**

**Name of the Employee:** Ajithkumar R

**Signature of the Employee:**

**Date:**