
12 - 06 - 2015

Dear Mr. Archu S M

Subject: Employment Letter

As discussed with you, we are pleased to issue the employment letter to you in 'Alephix Consulting Private Ltd.' henceforth referred to as "Company", subject to the following terms and conditions

1.Position

You will be offered the position of **Junior Software Engineer** in the Company. Your rank will be **Consultant**. During your tenure, you will report to the concerned authority, as per instructions. You will be employed at Infopark SEZ, Chaithanya Building, Cherthala, Alappuzha.

2.Duties

You will perform the duties and services assigned to you by the concerned authority. During your tenure, you shall (a) perform your duties faithfully and diligently (b) endeavour to promote the interests of the Company, (c) devote your time, attention and efforts in serving the Company and (d) not directly or indirectly engage in any activity, which competes with the Company or conflicts with your duties to the Company.

3.Working hours

Your standard working hours will be 9:00 a.m. to 6:00 p.m., if you are not required to work in shifts. Shift timings, if applicable, will be intimated to you by the concerned authority. Your work week comprises of 5 working days and 2 off days. If you are in a client-facing team, your off days will be according to the work plan, which will be informed to you by the concerned authority. If necessary, you may be required to work beyond the standard working hours and shifts to achieve results.

4.Date of joining

You will report at the Alephix office at 1st Floor, Cherthala Infopark, at 9:00 a.m., on **22 June 2015** in order to formally join the Company.

5.Probation

You shall be on probation for a period of 6 Months from the date of joining, which may be extended at the discretion of the Company. If your performance is found satisfactory at the end of the probation, the Company may confirm your services. During the probation, either the Company or you may terminate your employment by giving one month's notice to the other party. The Company reserves the right to terminate your employment by giving you compensation equivalent to one month's salary, in lieu of the notice period.

6.Compensation and details

Please refer to Annexure 1 for your detailed compensation package. Your compensation will be processed and paid towards the end of each month, after deducting the applicable taxes. It is mandatory that you abide by Company policy and keep your compensation details strictly confidential.

7.Confidentiality

You shall maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Company. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit. You will not reproduce, store in a retrieval system or transmit in any form or by any means — electronic, mechanical, photocopying, recording, scanning or otherwise — any copyrighted material or other confidential or proprietary material, which is the property of the Company or its clients, for your own benefit or for the benefit of any third party, either during or after the term of this engagement. Upon termination of this engagement, you will immediately surrender all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and CDs and any other knowledge databases entrusted to you in the course of your employment and you shall not retain any copy in any form. The company reserves the right to alter the confidentiality agreement as and when required.

8.Intellectual property

All intellectual property rights over any work or material developed by you during the course of this engagement shall belong to and be the property of the Company. You shall transfer to the Company all intellectual property rights over such work or material. You shall execute such deeds and documents as the Company may require, to effectually grant the Company all intellectual property rights and benefits over the work or material. While performing your duties, you shall not infringe any intellectual property rights of any other parties.

9.Leave

You will be entitled to casual leave of 19 days and sick leave of 12 days, for each financial year, in accordance with the Company policy. The Company reserves the right to alter the policy.

10.Provident fund and gratuity plans

You are required to participate in the Company's provident fund and gratuity schemes. (as applicable)

11.Notice period and termination of employment contract

a. After confirmation of your service, the employment contract can be terminated either by the Company or by you, by giving the required notice, as per policy, in writing to the other party, without assigning any reasons thereof. The Company reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Company.

b. If termination is initiated by you, the Company may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.

c. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold or forfeit your dues.

12. Rules and regulations

You shall abide by the existing rules and regulations of the Company, or those which the Company may communicate from time to time.

13. Dual employment

You will be exclusively employed by the Company. You will not accept directly or indirectly any part time or full time job or transact any business of any kind during the course of your employment with the Company.

14. Post employment verification

Your employment will be subject to a background check, which will be conducted by any agency, firm or establishment, whose services are contracted by the Company. The process will include authentication of any information provided by you, related to past and present data, such as reference details, previous employment details, educational credentials, criminal record and so on. If any information provided by you to the Company proves to be false or if you are found to have willfully withheld any information, you may be discharged from the services of the Company, without any notice or compensation.

15. Submission of documents

Please refer to Annexure 2 for the documents to be submitted at the time of joining.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Company's records.

Thanking you.

For Alephix Consulting Pvt. Ltd.

Authorized Signatory

I hereby accept the offer and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure I

Name: Ambily K R		
Rank: Consultant		Grade: 6
Components	Per month (INR)	Annual (INR)
Basic salary	3000.00	36000.00
House Rent Allowance (HRA)	1500.00	18000.00
Advanced Statutory Bonus		
Other allowance including flexible components	1875.00	22500.00
Labour Welfare Fund (LWF)		
Employer's Provident Fund (PF) contribution		
VPB at 3 Rating	1125.00	13500.00
Total Cost to Company (CTC)	7500.00	90000.00

Benefit type	Benefit value	Features
Group Medical Insurance		For self, spouse and two children, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy. In addition to the existing cover, employees can opt to cover their parents for INR 100,000 per parent. The premium is to be borne by the employee.
Group Personal Accident Insurance		For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance		For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

Name:

Signature

ANNEXURE 2:

You will not be permitted to join the firm without sufficient number of photocopies of the credentials along with the originals and photographs as mentioned in the below table:

Educational qualifications as furnished in your Curriculum Vitae		
	Relevant or supporting document:	Number of photocopies along with original
Tenth or Matriculation	Pass certificate from the concerned Board of Exam OR Compiled mark sheet	1
Twelfth or pre degree or Diploma	Pass certificate from the concerned Board of Exam OR Compiled mark sheet	1
Graduation	Degree Certificate from the University OR Compiled mark sheet	1
Post Graduation (if applicable)	Post Graduation Certificate from the University OR Provisional certificate OR Compiled mark sheet	1
Work experience as furnished in your Curriculum Vitae		
Relieving letter or Experience certificate	Relieving letter or experience certificate of all the previous employers OR Offer letter and a hard copy of the resignation acceptance mail	1
Personal information		
ID Proof	PAN card and one of the following address proofs: Election identity card OR Passport OR Ration card	2
Nationality Proof	Copy of Passport	1
Background Verification		
Background Verification Form	Form with all complete details along with signature in original (form will be sent to)	
Supportive documents	Copies of the following documents need to attached along with the background verification form: <ul style="list-style-type: none">• All marksheet and Degree certificate for highest educational qualification• Last 3 months salary slip/most recent increment letter for most recent employer• Relieving/Experience letter from most recent employer• Permanent Address proof (Aadhar card/Voters ID, Passport/Driving License/ Ration card which shows candidates name/domicile certificate/LPG consumer card)	

Photographs

Please provide five hard copies of your photograph in grey background and one soft copy

Specifications:

- The Photograph should be a straight shot/No slanted or Angle shots
- Both the ears should be visible
- No smiling, teeth should not be visible
- Excess ornaments should be discouraged
- Grey background is required