



30th Dec 2022

Mr. Kamiseti Bharath Rajesh,
S/O. Venkateswara Rao,
D.No:3-128, Konda Gunturu,
Rajahmundry(R), East Godavari,
Andhra Pradesh,
Pin Code - 533124.

Confidential Letter!

Dear **Kamiseti Bharath Rajesh,**

Congratulations!

We welcome you to the family of Levitica!

With reference to the discussion, you had with us, we are pleased to offer you the position of “**Process Executive**” Your base location will be **Hyderabad**. It is confirmed that, your joining date would be on or before **01st Jan 2023** with the terms and conditions as specified in this letter.

Please note, this offer letter cannot be used for any other job opportunities or salary negotiations with your current employer as per our initial discussion in the interview/selection process. If we come to know any of such misuse please note, it may lead to cancellation of this offer letter without any notice.

1. Your primary work location is, **Hyderabad**. Your initial annual CTC is, Rs.2,04,000 (Two Lakh Four Thousand) (See Annexure I for details). Your salary details are strictly confidential between you and the company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever. Your initial work hours are 09:30AM to 06:30PM IST, Monday to Saturday. You are agreed to work for Levitica a minimum of One year from the date of joining.

Your starting salary will be Rs.17,000. After this initial period, your salary will be reviewed and adjusted accordingly. After six months depends on your performance we will change your CTC.

2. The period of first six months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company, or it can be extended depends on your performance. This will be at sole discretion of the management. Your attention is specifically drawn to the points listed here in below, regarding your emoluments, etc.

(a) Salary reviews and re-fitments will always be subject to schedules as may be implemented by the Company from time to time. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, if any encashment of leave etc., computations will be on the basis of basic pay.

(a) Please note that the salary structure of the Company may be altered / modified at any time without prior notice and your package of remuneration and other terms may be accordingly altered/modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at sources.

2. (a) Termination of employment may also be initiated by either party of serving prior written notice on the other, as per the notice period stipulate in the HR policy which is 90 days currently but you should work for the minimum duration as per your initial commitment made to the company at the time of joining. The Company is also entitled to either waive the notice period in part or full at its sole discretion or require payment of equivalent base salary in lieu of the unserved notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period. You should maintain satisfactory performance throughout your employment.

(b) In the event termination of services by the employer, the applicable notice period will be One month.

(c) In the event of your serving on the company a notice of termination of employment by submitting a resignation letter, your release will be governed by General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities such as knowledge transfer, Company documents, Company assets etc., to the relevant parties.

3. (a) The company reserves right to carry out the reference verifications or background checks prior to your joining the company or during the course of your employment with us. Such as background check and reference verifications, amongst others, would include past employment and salary (this will include your immediate employer prior to joining us), criminal records, countries resided in or worked in etc. The Company reserves to carry out banned/illegal drugs/narcotics substance screening test on you at any point of time during your tenure. You understand and acknowledge that this is requirement and you have no objections whatsoever if such checks, banned/illegal drugs/narcotics substance screening tests and verifications are carried out by the company or third agency engaged by the company. Arising out of such verifications or checks or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or documents submitted by you are not correct or banned/illegal drugs/narcotics substance screening test results are positive, the company shall, at its sole discretion be entitled to forthwith terminate and/or revoke your appointment with the company, without further reference in the matter. In addition to the Company's right to carry out the above verifications, you

shall fill in and sign the Criminal Disclosure Declaration, in the attached form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining of the company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence your joining shall be subject to specific written confirmation from the Company. The company at its sole discretion reserves the right to terminate your employment or take appropriate disciplinary action against you or revoke this offer letter. In the event of suppression of facts, the Company shall be entitled to take such other action at any time as it may deem fit.

(b) You may confirm and represent that there exist no personal circumstances which are likely to affect your ability to discharge your obligations in the course of your employment. You further undertake to notify your line manager and your HR manager immediately of any material changes in personal circumstances that may have impact on the status of your employment including, but not limited to, for example: criminal convictions and/or cases pending, health declaration, right to work in the country where work is to be performed etc.

4. (a) During your employment with the company you will, at all times observe secrecy in respect of any technical, trade or business data, customer's name/business details or any other information that might come to your knowledge or possession, which according to the company are necessarily confidential and form valuable property of the company you shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of company's best interest all times, including after you cease to be on the company's rolls on addition. In the event of your leaving the company's services, you are expected not to re-employment or enter into any type of business/commercial association with any of the company's clients or their associates for a period of two years from the date of cessation of employment. You have to safeguard LEVITICA and its customers Intellectual Property Rights and confidential information even after termination of your employment or business relation with LEVITICA.

(b) All software, systems, ideas, concept, designs, documentation or any other material produced by the employee during the period of his/her assignment to LEVITICA will either be Intellectual Property of LEVITICA or that of its customers. The employee will not have any rights to such material described as above.

(c) During your employment with the company, you will comply with the provisions of the Information Security Policies and Procedure of LEVITICA at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises. You will also classify & manage all data under your control & ownership as per company's policies. Non-compliance with the Information security policies & procedures, copying software & other proprietary material in use or stored at LEVITICA & non-compliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of LEVITICA.

5. Upon your joining you will be liable to be sent immediately for trainings, client's meetings as per business requirements at any of our LEVITICA Offices, Branches, Project locations Divisions, Departments, etc., located globally. Please note that this is an important ingredient of the terms and conditions of your employment with the Company. The, details of the terms and conditions including modifications if any in your emoluments, etc., Will be communicated to you at an appropriate time. In addition to the specific stipulations as may be applicable to you from time to time depending on your assignment/location, you will continue to be governed by the terms and conditions of your employment in India at all times, unless specified otherwise in writing. In addition, in the event of you being sent on a short visit to overseas, you will be required to sign appropriate documents such as Service Agreements And fulfil the requirements specified there in and also adhere to the stipulations of the overseas policies in force from time to time.
6. Your employment will be subject to your being found medically fit by our Medical Authority and hence you are required to undergo a pre-employment medical examination without fail. After joining the Company's roles, your retention in Company's services will be subject to your maintaining yourself in a state of medical fitness to be certified by the Company's Medical Authority as per medical fitness standards laid down from time to time.
7. You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination/resignation by you of your services without the required notice having been given.
8. The working hours applicable to you will be the same as are observed depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift, as may be warranted by the Company's/Client's work requirements.
9. Your normal hours of work are 9 hours per day through Monday to Friday inclusive, with a one hour of lunch and tea breaks. This accounts for 40 hours of minimum effective work per week. Depending on organizational requirement or project contingencies, working hours for specific employees or groups of employees or all employees may be modified/altered from time to time.
10. Employees may be required to work in shifts or on holidays and weekends depending on the need or nature of the project. We do not pay overtime to employees for extra hours, if any, put in by them.
11. You are entitled to 18 working day's total leave inclusive of casual and sick leave in each year, in addition to the public holiday's published by the Company, to be taken as such times as agreed with the Company. The leave year runs from 1st January to 30th January. Leave will accrue monthly at the rate of

1.5 days for each complete month worked. In addition to these leaves, women employees confirmed in the services of the Company shall be entitled to a paid Maternity Leave for a maximum period of twelve weeks, of which not more than six weeks should precede the date of expected delivery. Further, information regarding leave entitlement is detailed in the Policy on Paid Leave in India. You are not allowed to take any leaves during the first 90 days of your employment.

12. Regular employees in India are paid their monthly salary through bank transfer on or before 7th day of the succeeding month for which employees have to open bank account in specified bank/s.

13. You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emulations, and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.

14. You will be required to submit to our HR Department, a certain set of documents, etc. (as per the Offer Letter checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the roles or after such acceptance, to discharge you from the roles, in case you do not fulfil the requirements as specified in the check list, particularly submission of documents in proof of your qualifications, experience, etc.

We welcome you to LEVITICA and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For LEVITICA Technologies Pvt. Ltd

HR

B. Lokeshwari



I, **Kamisetti Bharath Rajesh**, read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

ANNEXURE I

COST TO COMPANY (CTC) FOR Mr. Kamiseti Bharath Rajesh	
Email: vmsbharathrajesh@gmail.com	
Designation: Process Executive	
Effective from: 01st January 2023	
Monthly Component (In Rs.)	
Basic Salary	7200
HRA	3800
Special Allowances	6000
Monthly Gross	17000
Professional Tax	150
Group Insurance	625
Take Home Salary	16175
Annual CTC	2,04,000
NOTE:	
Health Insurance premium will be deducted Monthly/Quarterly/Half-yearly	
The salary details are strictly confidential and not to be discussed with anyone other than LEVITIC.	
+ Year- end Performance Bonus is not payable on prorata basis in the event of employee leaving the organization prior to the completion of the performance review cycle	