

Dear Asyad,

Letter of appointment - Software Engineer

We are pleased to inform that you have been confirmed as an **Software Engineer** position at **Csquare Technologies Private Limited** in the **Software development division**. We believe that this opportunity will provide you with valuable experience and the chance to contribute to meaningful projects within our organization.

Terms and Conditions:

1. **Position:** Software Engineer
2. **Department:** Software development division
3. **Start Date:** 09-02-2024
4. **Working Hours:** 45 hrs per week.

5. Compensation: You will receive a fixed allowance of Rs. 25,000. In addition, there will be an incentive of Rs. 40,000 which will be calculated depending on the tasks that you will be completing for the particular month. Tasks incentive calculator will be in the system so you will be aware of the earning. This incentive is the base incentive and if you more complete tasks for that month incentive can be more than the mentioned amount too.

6. Commitment: Employees are expected to commit to a minimum tenure of one year with the company. Should an employee decide to leave before fulfilling this commitment, the company reserves the right to withhold the issuance of a service letter or an experience letter.

7. Leave entitlement:

Entitlement to leave shall be governed by the Shop and Office Employees Act.

1. In the **first twelve months** of employment, you will be entitled to $\frac{1}{2}$ day of leave for every month in which you have completed service.
2. After completion of 12 months in employment to 31st December of that year you shall be entitled to annual leave on a **proportionate basis** as stipulated in the Shop and Office Employees Act, and as detailed below.

Commencement of service between –

<i>1st January and 31st March</i>	<i>– 14 days</i>
<i>1st April and 30th June</i>	<i>– 10 days</i>
<i>1st July and 30th September</i>	<i>– 7 days</i>
<i>1st October and 31st December</i>	<i>– 4 days</i>

3. Thereafter, (from 1st January of the following year) you will be entitled to Annual Leave and Casual Leave as follows:

<i>Annual Leave</i>	<i>14 days</i>
<i>Casual Leave</i>	<i>7 days</i>

4. The leave should be availed of in accordance with the rules and practices in the Company.

8. Reporting to: Project Manager

9. Key Responsibilities:

- 1. Software Development:**
 - Design, code, test, and maintain software applications.*
 - Collaborate with cross-functional teams to define, design, and ship new features.*
 - Troubleshoot, debug, and fix software defects and issues.*
- 2. Programming:**
 - Write clean, efficient, and maintainable code in one or more programming languages (e.g., Java, C++, Python, JavaScript).*
 - Stay updated with industry best practices and new technologies.*
- 3. System Architecture:**
 - Contribute to the design and architecture of software systems.*
 - Collaborate with system architects to implement and improve system design.*
- 4. Documentation:**
 - Create and maintain technical documentation, including design documents, user manuals, and API documentation.*
- 5. Testing and Quality Assurance:**
 - Develop and execute test plans to ensure software quality.*
 - Perform unit testing, integration testing, and system testing.*
- 6. Collaboration:**
 - Work closely with product managers, UX designers, and other stakeholders to understand requirements and deliver high-quality software solutions.*

7. **Version Control:**
 - Use version control systems (e.g., Git) to manage and track changes to source code.
8. **Code Review:**
 - Participate in code reviews to provide constructive feedback and ensure code quality.
9. **Agile/Scrum:**
 - Work in an Agile development environment, following Scrum or other methodologies.
10. **Continuous Integration/Continuous Deployment (CI/CD):**
 - Implement and maintain CI/CD pipelines for automated testing and deployment.
11. **Problem Solving:**
 - Analyze complex technical problems and propose effective solutions.
 - Debug and resolve software defects and issues.
12. **Performance Optimization:**
 - Identify and address performance bottlenecks in software applications.
13. **Security:**
 - Implement and adhere to security best practices to ensure the integrity and confidentiality of software systems.
14. **Mentoring and Collaboration:**
 - Mentor junior team members and collaborate with colleagues to foster knowledge sharing and continuous improvement.

09. Inventions & Improvements:

1. *If, during your employment with the Company, you accomplish or conceive any invention, creation, and works of intellectual property in any form as a result of your employment with the Company, the proprietary right to such property, including but not limited to patent, copyright, trade secrets and other related rights, shall be vested in the Company.*
2. *You shall promptly give to the Company the full details of any invention or improvement, which you may from time to time make or discover in the course of your employment. Any such invention or improvement shall be the property of the Company without any additional compensation to you and you shall take all steps and execute such documents as may be necessary and reasonably required by the Company, at the expense of the Company to obtain complete and exclusive legal title to any such invention or improvement.*
3. *You shall assist the Company in obtaining, securing and enforcing the above mentioned intellectual property rights as is needed by the Company.*

10. Miscellaneous:

1. **Modification: Prior claims;** *This agreement sets forth the entire understanding of the parties with respect to the subject matter hereof, supersedes all existing agreements, whether written or oral between the partners concerning such subject matter, and may be modified only by a written instrument duly executed by each party. The employee hereby waives any claims that may exist on the date hereof arising from his prior employment, if any, with the Company with the exception of the benefits properly accrued on behalf of the employee but not paid for.*
2. **Survival:** *The covenants, agreements, representations and warranties contained in or made pursuant to this agreement shall survive employee's termination of employment, irrespective of any investigation made by or on behalf of any party.*
3. **Waiver:** *The failure of either party hereto at any time to enforce performance by the other party of any provision of this agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.*

11. Other Conditions

1. *You shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's order and regulations and well and faithfully serve the Company and make your best endeavors to promote the interest thereof and of the business in which you will for the time being be engaged. During such time as you may be engaged in connection with the business of any of the Associate Companies, Subsidiary or Holding Companies, you shall at all times readily observe all rules and regulations of such Companies and conform to obey and execute all orders which may be issued to you by the management of such Associate companies, Subsidiary and Holding companies.*
2. *You may be subject to search by Company security staff. This includes the search of vehicles and the contents of packets or parcels when taken into or out of the Company premises.*
3. *The Company may require you to consult a medical practitioner named by the Company if for any reason; the management is concerned with your health.*
4. *You shall undertake not to pledge the Company's credit at any time except as is specifically authorized or otherwise empowered under the authority of your office.*
5. *You are prohibited from entering into any type of private transactions with other staff of the Company or the staff of any of its Associate companies, Subsidiary or Holding Companies and shall have no authority to purchase any goods or services or incur any liability with outsiders who have business dealings with the Company or any private*

financial dealings with employees of the Company, Associate Companies, Subsidiary or Holding Companies without prior consent in writing from the Company.

6. *Achieving the company targets on a regular basis is a must. In case of a failure of achieving targets continuously for 02 months a warning letter will be issues from the management. Management has the sole discretion of change of position, area, subject, incentives in the even o failure of full filling the company targets.*

This letter of appointment constitutes the entire contract of employment between you and the Company. In order to signify acceptance of the terms and conditions of employment contained herein, you are requested to place your signature on each page and return the duplicate.

This offer of employment will expire after seven (7) days from the date of this letter.

Yours faithfully,
Csquare Holdings Private Limited

.....
Nuwan Chamara Ratnayake

I, Asyad Nazeem..... hereby
accept the terms and conditions of employment set out in the above paragraphs. I have also accepted
the original of the letter of appointment.


.....
Signature

2024/03/18
.....
Date