

January 31, 2018

Britto Raphael,
Mysore.

Sub: Offer of Employment for the position of Quality Analyst (Level 2)

Dear Britto,

Livventus Technology Services Pvt. Ltd (Livventus) is pleased to provide you with the following offer of employment:

a. Title:

Quality Analyst (Level 2)

b. Role:

Livventus is looking to you to add value to our company in the following ways:

- Design and execute test plans on computer applications.,
- Record and document results and compare to expected results.
- Detect software failures so that defects may be corrected.
- Generate historical analysis of test results.
- Assist in managing the distribution of application-related web help desk tickets
- Document anomalies and issues
- Maintain database of software defects.
- Examine code and execution of code in various environments.
- Verify specific action or function of code
- Operate and maintain test networks
- Provide application instructions for users
- Develop and document application test plans based on software requirements and technical specifications.

○ **Daily Activities:**

Your daily activities will likely include, but are not limited to, the following:

- Create meaningful error handling procedures for application code.
- Ensure compliance with general programming best practices accepted web standards and those standards set forth by upstream sources.
- Perform application security audits.
- Implement application designs; create queries, scripts, web pages and other deliverables.
- Analyze existing projects, gather/create documentation at high level and define process & procedures for teams to ensure Quality of deliverables
- Participate in application planning meetings.
- Ensure data integrity standards.
- Perform reviews, walkthroughs or inspections
- Work with Customers & Project Managers in assisting with tasks as needed.

- c. **Location:** Potential House,35/B, 1st Main, JP Nagar 3rd Phase Bangalore 560078.
- d. **Hours:** Liventus' standard business days are Monday through Friday, and follows three shifts (Day: 9:00 a.m. to 6:00 pm; Second: 2:00 pm to 11:00 p.m.; Night: 6:30 p.m to 3:30 a.m.). **You will be required to start work in Second shift.** The Management from time to time depending on the exigencies of the business/work will fix your duty hours and may rotate you from one shift to another.
- e. **Compensation:** As an **Quality Analyst (Level 2)** you will be compensated at a wage of **₹ 6, 25,000/-** (Rupees Six Lakhs Twenty Five Thousand Only) per annum. You will be expected to work a 45-hour week. Any additional hours may either be taken as additional time off or will be compensated for a year-end bonus.
- f. **Time Off** You are entitled to the following time off:
- **Vacation Days:** 15 days (based on accrual from date of joining)
 - **Casual/Sick Days:** 12 days (calendar year)
 - **Holidays:** 10 days (calendar year)
- g. **Benefits Package** Liventus' comprehensive benefits package is expected to include, but not limited to the following:
- Group Mediciclaim Policy
 - Accident Policy
 - House Rent Allowance
 - Medical Reimbursement
- h. **Expense Account:** Liventus' standard practice is to reimburse its employees for all reasonable business expenses (i.e. travel, hotels, mileage, entertainment etc.) per Liventus' published expense-reimbursement policy.
- i. **Agreement:** Liventus' standard practice is to require each of its employee's to execute a General Employment Agreement & Network Acceptable Use Policy (IAUP)
- j. **Target Start Date:** **April 16th, 2018**

I remain confident in your ability to excel as a **Quality Analyst (Level 2)** with Livventus. I hope you continue to share my optimism and find the above proposal to meet your expectations.

NEXT STEP: To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and mails it to:

Livventus Technology Services Pvt. Ltd.,
Potential House, 35/B, 1st Main.
3rd Phase JP Nagar
Bangalore - 560078

In the absence of our receiving your signed acceptance within 15 days from the date of this letter, this offer will be deemed to have been rejected by you and shall lapse. Provided that the above mentioned period of 15 days may be extended in writing by any person/persons of the Company who have been specifically authorized in this regard.

Based on the acceptance of this agreement by both you and Livventus, credit/background check and the successful completion of a Livventus administered drug screening, we can proceed in making all necessary arrangements for your new role with our company.

Accepted this _____ day of _____, 2018 by the following:

Livventus Technology Services Pvt. Ltd.



X : _____
By: Britto Raphael

X :
By: Supreeth Bhat
Title: Managing Director

ANNEXURE

Pay Grade Structure

Liventus uses different pay grades as a way to structure its workforce and maintain parity in employee benefits and conditions of employment at similar levels. Letters are used to signify the various grades and some grades have 3 levels, 1 being the lowest, which reflect increasing levels of responsibility, skills and requirements. As an example, for Software Developer, the grades start with SA (Level 1, 2, 3), SD (Level 1, 2, 3), SL (Level 1, 2, 3), TL (Level 1, 2, 3), PM2, PM3, and X. Role represents the manner in which the key responsibilities of a job will be carried out. All Roles have been mapped on to the sixteen pay grades, which are essentially the grouping of specific Roles. A pay grade refers to the specific grade to which a job is attached.

Grade	Designation
Z	Managing Director
X	Architect
PM3	Sr. Project Manager
PM2	Project Manager
TL	Technical Lead Level 1, 2, 3
SL	Sr. Software Developer Level 1, 2, 3
SD	Software Developer Level 1, 2, 3
SA	Associate Software Developer Level 1, 2, 3
NE	Network Engineer Level 1, 2, 3
NA	Network Administrator Level 1, 2, 3
RM	Release Manager
QA3	Lead Quality Analyst
QA2	Sr. Quality Analyst
QA1	Quality Analyst Level 1, 2, 3
QJ	Associate Quality Analyst

Grade	Designation
DA1	Sr. Data Analyst
DA	Data Analyst
DBA2	Database Architect
DBA1	Sr. Database Administrator
DBA	Database Administrator
CW	Sr. Content Analyst
OM1	Operations Manager Level 1, 2, 3
OM	Asst Operations Manager Level 1, 2, 3
HM	HR Manager
HE	HR Executive
HA	HR Assistant Level 1, 2, 3
PA	Process Associate Level 1, 2, 3
M	Marketing
A	Administrative Assistant Level 1, 2, 3