



# NeST Digital Private Limited

Formerly NeST Information Technologies Private Limited  
(A NeST Group Company)

NeST Towers, Cochin University Jn.  
South Kalamassery, Cochin - 682 033.  
Phone : 91-484-6701000, Fax : 91-484-2551062  
Email : contact@nest-digital.com Website : www.nestgroup.net  
CIN:U72200KL1998PTC012602

**01 August 2022**

**Sajith Sojan**

Chamareath House,  
SC Bose Road,  
AIMS P.O, Ponekkara - 682041.

Dear Sajith Sojan,

Further to the discussion you had with us, we are pleased to appoint you with NeST Digital Private Limited as **"Software Engineer Trainee" (Grade 1A)**. You will be reporting to the Business Unit Head. Your date of joining will be on **01 August 2022**. You will be located at NeST Tech Park, 8/837, Thengode P.O, Kakkanad, Kochi / NeST Towers, University junction, Kalamassery, Kochi.

We would like to share with you some company practices and policies to familiarize you with our organization.

## 1. Salary & Perks

You will be entitled to a monthly cost to the company of **INR 29167.00/- (Indian Rupees Twenty Nine Thousand One Hundred Sixty Seven Only all-inclusive)**. A detailed breakup of your salary is as follows:

Basic Salary	: INR 15000.00
House Rent Allowance	: INR 6000.00
Special Allowance	: INR 5626.00
Employer PF Contribution	: INR 1800.00
Employer KSCEWF Contribution	: INR 20.00
Gratuity	: INR 721.00
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Total	: INR 29167.00
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## 2. Probation and Confirmation

You will be on probation for a period of six months from the date of joining. The management reserves the right to extend your probation period or terminate your employment without any prior notice during the probation period if your performance is not found satisfactory. You will continue to be on probation unless and until you are expressly confirmed in writing in the regular service of the Company. Completion of probation period does not entitle you to an increase in your remuneration.



### **3. Transfer & Onsite assignment**

You are liable to be transferred to any department / section of the company or any subsidiary, associated, allied or sister company in which the employer is interested without any additional remuneration. You should be willing to travel onsite for NeST business purpose at any given point of time failing which your employment will be terminated without notice.

### **4. Working Hours**

Being a result - oriented company, we would like you to be available between 8:30 AM and 5:30 PM, as most of the business meetings are scheduled during these hours. However, you are free to work at other times.

We have a five-day week. The office is open on Saturday and Sundays, in case you plan to work.

### **5. Leave**

The Company leave benefits include

- a. General Leave - 15 days (The leave shall be credited on a half yearly basis), this can be accumulated up to a maximum of 36 days.
- b. Privilege Leave - 15 days per year of service, this can be accumulated up to a maximum of 90 days.
- c. 10 holidays every calendar year as decided by the company that includes National holidays.

Privilege leave will be eligible to you only after completion of one-year confirmed service as a NeST employee.

### **6. What we expect from you**

- a. **Assignments:** We hope you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the company's progress.
- b. **Secrecy:** Not to divulge to any person whatsoever any formula processes, methods, machines composition, ideas or any other information concerning the business and affairs of the company or any of its dealings/transactions or affairs of the Company which come to your knowledge during the course of your employment or use any of the same for your own benefit.
- c. **Pre-requisites:** You are requested to produce the course and conduct certificate/ provisional certificate, three passport size photographs at the time of joining. Xerox copy of degree certificate should be produced as soon as it is available. Copy of passport if available should also be produced at the time of joining.





**d. Dress Code:** NeST Digital's official dress code on all working days (Monday – Friday) is Business Casuals. All employees are expected to carry themselves well-groomed and professionally dressed. The details of the Dress Code Policy are available in the IntraNeST and is exhaustively applicable to all employees.

**7. Company's Rights:** Any invention, improvement or design conceived by you while in Company's employment shall become the Company's exclusive property for all countries. For the purpose of this section and expression, the company shall in addition to NeST Digital Private Limited, mean and include any firm/persons or Company subsidiary to or affiliated with the Company.

**8. Termination:** Notwithstanding anything to the contrary herein contained, misconduct on your part (such misconduct to be determined by this company) will entitle the Company to terminate your service without any notice or payment in lieu of notice.

**9. Notice Period:** This engagement may be terminated by either party by giving to other, at any time, notice in writing of minimum of two months, or at the option of the Company by paying your remuneration of one month in lieu of notice and expiring at any date.

Designation	Grade	Notice Period
From Trainee to Senior Lead Software Engineer	Grade 1 to Grade 3	2 Months
All Designation above Senior Lead Software Engineer	Grade 4 & Above	3 months.

At NeST we see our self as one big and growing family and hope you will feel at home and a part of it. We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again, we extend a very warm welcome to you.

If you are agreeable to the above terms and conditions, you are requested to sign and return the copy of this appointment order in token of your acceptance of this offer.

Best wishes,

For **NeST Digital Private Limited,**

**AUTHORISED SIGNATORY**

I hereby accept all the above terms and Conditions provided by the company and I hold myself responsible to the management to make good the loss if any sustained-on account of infringed by any of the conditions undertaken by me.

Name :  
Signature :  
Date :



**ANNEXURE A**

NeST Digital Private Limited		
Salary Annexure		
Employee Name	Sajith Sojan	
Job Title	Software Engineer Trainee	
Components	Monthly	Annual
<b>Fixed (A)</b>		
Basic Salary	15000	180000
House Rent Allowance	6000	72000
Special Allowance	5626	67512
<b>Total (A)</b>	<b>26626</b>	<b>319512</b>
<b>Others (B)</b>		
Employer PF Contribution	1800	21600
Employer KSCE Welfare Fund Contribution	20	240
Gratuity*	721	8654
<b>Total (B)</b>	<b>2541</b>	<b>30494</b>
<b>Deductions (C)</b>		
Employee PF Contribution	1800	21600
Employee KSCE Welfare Fund Contribution	20	240
<b>Total (C)</b>	<b>1820</b>	<b>21840</b>
<b>Total Fixed Pay (A+B)</b>	<b>29167</b>	<b>350000</b>
Retention Bonus***		100000
<b>Total (D)</b>		<b>100000</b>
<b>Net Monthly Salary(A-C)**</b>	<b>24806</b>	<b>297672</b>
<b>Total Compensation (A+B+D)</b>		<b>450006</b>
*On completion of 5 years		
**Tax will be applicable as per the IT rules		
***Retention Bonus: The software engineer trainees completing the fresh graduate on boarding process will join us at a Fixed Annual Compensation of INR 3,50,000 (Indian Rupees Three Lakhs and Fifty Thousand Only). Over and above the Fixed Annual Compensation, a retention bonus of INR 1,00,000 (Indian Rupees One Lakh Only) will be offered to them. The retention bonus will be paid out in 2 equal instalments (1) at the completion of 12 months of employment with NeST Digital and (2) at the completion of 24 months of employment with NeST Digital. Thus, the Total Compensation of a Fresh Engineering Graduate will be Rs.4,00,000 for Year 1 and Rs.4,00,000 for Year 2. There will be merit pay increments as per the NeST performance management calendar and the increments will be based on the performance of the employee. There will be no change to the Retention Pay amounts in both years.		

