

Ref:662012

Date: December 30, 2021

**Mrs Ashu .**

C/O Ashu, MOH. Kanoon Goyan , Faridpur,  
Bareilly,Uttar Pradesh  
India - 243503.

**Dear Ashu .,**

We are pleased to confirm our offer of employment to you as **Senior Software Engineer** in Grade **G3** starting **February 9, 2022**. You are requested to report to the said address on **February 9, 2022**, not later than **9:00:00 AM** .

#### **LOCATION**

You will be based at **Bangalore**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

#### **COMPENSATION**

Your gross annual compensation package will be **Rs.2,300,000.00 (Rupees Twenty-Three Lakh Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

#### **MEDICLAIM INSURANCE**

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Medclaim Insurance policy of an amount with maximum limit of Rs.3,00,000/- (Rupees Three Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover himself/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.
- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.

Times Square 7th Floor C Wing, Smartworks Coworking Spaces, Andheri- Kurla Road, Andheri East - 400059

Tel: +91 22 2617 2600 CIN: U72900MH2002PTC138380 [www.xorient.com](http://www.xorient.com)



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- **Parental Mediciclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediciclaim Policy.
- **Covid Insurance:** All employees are entitled to a self-coverage of Covid Insurance of an amount with maximum limit of Rs.50,000/- (Rupees Fifty Thousand Only) in case of hospitalization or home quarantine.

For more details on the above, employee can refer to the detailed Mediciclaim policy available on company intranet or contact your location Facility Management Team.

### **CODE OF CONDUCT**

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

### **PROFESSIONAL ETHICS**

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

### **ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis. You are also entitled for 11 public holidays.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

### **NO DUAL EMPLOYMENT**

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

### **NOTICE PERIOD/TERMINATION**

a. This Appointment Letter may be terminated by either party by giving 60 Days written notice or gross monthly salary in lieu thereof ("Notice Period"). Any shortfall in the Notice Period shall be recovered from your full and final settlement. In case of resignation, the Company reserves the right to:

- i. relieve you earlier than the Notice Period;
- ii. extend your Notice Period for a satisfactory handover of charge and completing the pending assignments;
- iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
- iv. direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.

Your employment will be subject to termination by 60 Days written notice or salary in lieu of written notice from either side.

a.b. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. The Company reserves the right to pay or recover salary in lieu of notice period. Employees cannot use their accumulated leave to serve the notice period.

b.c. Company may terminate your employment immediately with or without notice on the occurrence of your:

- i. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- ii. Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors

and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

iii. Involvement in any act of moral turpitude.

iv. At any point of time during your service with the Company, you are found to be unfit or incapacitated on medical grounds and unable to work, you can be terminated from the services of the Company. The opinion of the Doctor appointed / authorized by the Company in this regard will be taken as final and binding.


#### **RELOCATION EXPENSES**

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude , in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

**Ashu .**, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Ankush Gokhe**  
MobileNumber:**9370250408**/email:**Ankush.Gokhe@Xoriant.Com**.

**Sincerely**  
**For Xoriant Solutions Pvt.Ltd**

A handwritten signature in dark ink, reading "Vaishali Walimbe", is written over a horizontal line. The signature is slanted upwards to the right.

**Vaishali Walimbe**  
**Director, Talent Acquisition**

**Agreed & Accepted on**

**Ashu .**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**


**Ashu .**

**Annexure A**

<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	57,500	690,000
HOUSE RENT ALLOWANCE	28,750	345,000
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	87,286	1,047,427
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>177,753</b>	<b>2,133,027</b>
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	3,000	36,000
<b>B</b>	<b>4,250</b>	<b>51,000</b>
<b>C = A + B</b>	<b>182,003</b>	<b>2,184,027</b>
PROVIDENT FUND	6,900	82,800
GRATUITY	2,764	33,173
<b>D</b>	<b>9,664</b>	<b>115,973</b>
<b>CTC = C + D</b>	<b>191,670</b>	<b>2,300,000</b>

Sincerely

For Xoriant Solutions Pvt.Ltd



**Vaishali Walimbe**  
Director, Talent Acquisition

**HR Signatory**  
Actual Date of Joining:

Agreed & Accepted on

**Ashu .**

Agreed & Accepted on

**Ashu .**

## **ANNEXURE B**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

### **HRA**

HRA is given to the extent of 50 % of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

### **CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

### **FIXED ALLOWANCE**

Taxable

### **MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

### **GIFT CARD**

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

### **FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

### **MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

### **LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

### **PROVIDENT FUND**

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.

**GRATUITY**

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

**Sincerely**

**For Xoriant Solutions Pvt.Ltd**

**HR Signatory**

**Actual Date of Joining:**

**Agreed & Accepted on**

**Ashu .**

**Commitments / Allowances**



**ANNEXURE C**  
**DOCUMENT CHECK LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2	Color photograph's soft copy for Company photo ID card · Specification as per Id photo design are:  · Having fixed width of 520px  · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side  · Bottom crop by 3rd button of shirt just below the chest  · Background should be white
3.	Certificates supporting your education qualifications: · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport ( include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



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I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Ashu .

Sign: \_\_\_\_\_

- 1) Annexure A: Salary Break up
- 2) Annexure B: Description of Salary Break up
- 3) Annexure C: Document

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

**Sincerely**

**For Xoriant Solutions Pvt.Ltd**

**Vaishali Walimbe**  
**Director, Talent Acquisition**  
**Agreed & Accepted on**

**Ashu .**  
**HR Signatory**  
**Actual Date of Joining:**  
**Agreed & Accepted on**

**Ashu .**