

September 14, 2018

Ajay Dubey
Rampur,
,
Jaunpur - 222203

Subject: Employment Letter

Dear **Ajay**,

We are pleased to inform that you have been selected for employment with us as **Consultant** (Band **C** – Grade **C1**) under Operations Career Track . Your total emoluments are **Rs. 1,700,000/-** per annum, are described in Annexure A. This includes Variable Pay of Rs. **85,000/-** per annum. This Variable Pay Component will be payable based on overall Company performance, and you being on the rolls of the company on the date of disbursement.

You may also be assigned and / or deputed to any other subsidiary / affiliated companies / divisions / location whenever the company may deem fit.

You will be on probation for a period of six months from the date of commencement of your service, which is liable for extension at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company. The notice period shall be 30 days during probation period and 90 days thereafter.

In case of voluntary resignation within six months of joining, you will be responsible for full repayment of the relocation expenses. If the resignation is between six to twelve months of joining, 50% of the relocation expenses will be recovered.

This offer is subject to your satisfactory completion of background verification. Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo medical examination if and when considered necessary.

You are requested to confirm the receipt and acceptance of your offer in writing, within 3 Business days from the date of issue, failing which the offer extended to you, stands cancelled. You are hereby requested to report for duties in our **Bangalore** office on or before **September 24, 2018**.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take the opportunity to welcome you into Syntel family, and look forward to a very fruitful association with you.

Yours sincerely

For SYNTEL GLOBAL PVT LTD,



Adarsh Krishna
Deputy General Manager - HR

Encl: Acceptance Copy

I accept the offer on the stipulated terms and conditions and shall join SYNTEL on
_____ **date and signature** _____

Annexure A - Salary Distribution

Name : Ajay Dubey
Designation : Consultant
Band-Grade : C-C1
Career Track : Operations

	<i>Rs Per Month</i>	<i>Rs Per Annum</i>
Pay and Allowance		
Basic Pay	52,453	629,440
House Rent Allowance	26,227	314,720
Special Allowance	33,417	401,008
Meal Allowance	1,500	18,000
Bonus	10,491	125,888
Co's Contribution to Provident Fund	1,800	21,600
Tier City Allowance	5,245	62,944
Medical Allowance	1,250	15,000
Transport Allowance	1,600	19,200
<i>Reimbursements and Other Benefits</i>		
Leave Travel Assistance	600	7,200
Total Fixed Compensation	134,583	1,615,000
Variable Pay		85,000

Annual Cost to Company (CTC)	1,700,000
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Notes:

1. Details of Reimbursement would be outlined in the Employee Handbook.
2. All Payments are subject to appropriate taxation.
3. The salary structure is liable for modification from time to time.
4. Company's Contribution to the Provident Fund is Rs. 1800/- per month.



Adarsh Krishna
Deputy General Manager - HR