

15 January 2014

**Mr. Kumar Navarurh**

A-1204, Hiranandani Complex, Sector-7  
Sector-7, Kharghar, Navi-Mumbai-410210

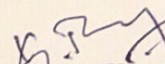
**Dear Kumar Navarurh,**

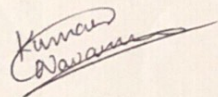
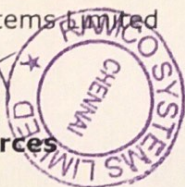
Further to your application and discussions, we are pleased to offer you a training as **"Project Trainee"** in our organization. This is aimed at sharpening your skills to increase employability.

1. You will undergo training for a period of 6 months effective **13 January 2014** in our organization. Upon completion of the term this engagement will terminate automatically.
2. You will not be eligible for any remuneration during training period. However you will be eligible for reimbursement of expenses up to Rs. 20000/- per month towards conveyance and meal expenses.
3. The nature of the training may be based on business stimulation or live business scenarios.
4. You will abide by rules and regulations of the Company during your tenure period for Dress code, Holidays and code of Conduct unless specifically exempted.
5. You will be undergoing training, which requires continuity. Either parties will be at liberty to terminate the training at any point by giving 30 days prior written notice.
6. You shall keep strictly confidential, all information that may come to your training and will be required to sign a Non Disclosure Agreement at the time of joining.
7. During your training period, you may be deputed to any customer location for training within India. In such event the expenses incurred by you will be reimbursed based on the relevant travel / conveyance policy.
8. You will be eligible for one day leave per month which can be accumulated during the training period. The unutilized leave cannot be encashed.
9. You will comply with relevant policies that may be rolled out by the company time to time.
10. Please sign and deliver the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Thanking you,

For Ramco Systems Limited

  
**Prasanna K**  
**Human Resources**



**Ramco Systems Ltd.**

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Tel: +91 44 2235 4510 / 3090 4000, Fax: +91 44 2235 2884  
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