

*Private and Confidential***August 14, 2023****Likhitha M S**
Tumkur**Dear Likhitha,****Sub: Offer of Employment**

Further to our discussions, we are pleased to offer you a position with EVERY India Pvt. Ltd.

Position & Joining:

You shall be appointed as **System Engineer (JL12)** with **EVERY India Pvt. Ltd.** You are expected to join on or before **August 16, 2023**, and report to the office at 09.45 a.m. to complete your joining formalities and orientation session. In the event of you not joining us on or before the said date, this offer will automatically be withdrawn.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You will be employed at **EVERY India Pvt. Ltd., Bangalore**, or such other place of business of the Company or its subsidiaries and associates whether in or outside India as the Company may from time to time determine. As informed, you will be working from the client's office 3 days a week or more based on the requirement.

Compensation:

Your Annual Compensation is **Rs. 1,336,659 (Thirteen Lakhs Thirty-Six Thousand Six Hundred and Fifty Nine Only)** per annum. The breakup is as follows:

Salary Structure	
Fixed Salary	1,300,000
Gratuity	21,886
Cost to the Company (CTC)	1,321,886
Health Insurance Premium	14,773
Annual Compensation	1,336,659

**Please refer to Annexure – 1 for a detailed salary breakup.*

Note: Health Insurance and other benefits will be an addition to the fixed salary. The gratuity amount mentioned above is indicative and the actual payment will depend on the conditions defined in the gratuity law at the time of payment.

Joining Bonus:

As a gesture of appreciation from EVERY India for your meticulous planning & efforts put to join us on/or before **August 21, 2023**. You would be entitled to a joining bonus of **Rs. 50,000/- (Fifty Thousand Only)** which will be paid after the successful completion of your probation period.

**Registered Office: Bangalore**

5th Floor, 'E' Block, Global Village
RVCE Post, Mysore Road, Mylasandra
Bangalore – 560 059, Karnataka, India
Phone: +91-80-6738-7000 | Email: info.ind@tietoevry.com
Website: www.evry.in

ISO 9001:2015 | ISO/IEC 27001:2013
CMMI DEV ML5 | CMMI SVC ML5

In addition, if you fail to complete one year of your employment with the company, Joining Bonus is not earned and you shall refund and repay the company an amount equal to the Joining Bonus or failing repayment, an amount equal to the Joining Bonus may be deducted from full and final settlement of any wages, compensation of any kind or expenses which would otherwise be due to you.

Probation:

You will be on probation for a period of **Three (3) months** from the date of joining. During this period, the Company may conduct ongoing reviews to assess your performance. Based on the reviews, your employment would be confirmed in the company. In case of any extension in the probation, you will be appropriately informed in writing. The Employer or Employee may terminate his/her employment without any reason by giving three (3) months' prior notice after confirmation and one (1) month's prior notice during the probation period.

Working Hours:

The work timings are at the sole discretion of the Management. It would be 45 hours a week i.e. Monday to Friday. Working hours will be 8.30 a.m. to 5.30 p.m. with 1-hour tea/coffee & lunch break. Employees may also be expected to work in shifts based on business requirements. These are subject to change as per the business' need.

You would be eligible for leave as per the company leave policy published in the intranet.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to Disciplinary action.

Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Referral Policy:

All employees are eligible to refer candidates against positions published in our career website (<https://careers.evryindia.in/>). HR and JL6 (Job Level) and above will not be eligible for employee referral bonus.

Follow Me program is designed for new joiners in EVRY India. This program is applicable for a period of one year from the date of joining and the new joiners will be eligible for Follow Me referral bonus if the referred candidate joins.

Job Level	Regular referral reward (in INR)	Follow Me Reward (in INR)
JL12	25,000/-	35,000/-
JL11	35,000/-	45,000/-
JL10	50,000/-	60,000/-
JL9	65,000/-	75,000/-
JL8 / JL7/ JL6	90,000	1,00,000/-
All Architects	1,00,000/-	1,10,000/-



Joining Requirements:

You are required to contact HR Department on the date you report for work as per the terms of this letter at 10.00 am. You are required to submit a copy of the following documents for joining. Without the following documents, joining formalities will not be carried out.

- 1) Photocopies of all relevant educational certificates and mark list starting from Xth Grade.
- 2) Experience letter and Relieving letter from your current employer and all your previous employer (s).
- 3) Address Proof –ID Card/Driving License/Rental Agreement/Ration Card as proof.
- 4) Photocopy of all non-blank pages of your passport
- 5) Aadhar Card Copy
- 6) Photocopies (3) and Originals of PAN Card (Mandatory)
- 7) Passport size photographs -8 nos. 1 Post card size Photograph
- 8) Medical Fitness Certificate from the Registered Medical Doctor with Blood Group.
- 9) Form 16, if paying tax previously.
- 10) Bank account details – Citibank, Axis or ICICI – Account Name, Account Number, Branch and IFSC Code

Note:

- Please bring originals of all documents which will be returned to you after verification.
- Our salary accounts are with Citibank, Axis & ICICI. Please submit bank details on or before the joining day. If you do not have an active account in any of these banks, you can open the same through our bank representative available in the office that day. Please note that in this case you must go with whichever bank is available on that day. If you have a preference among the banks mentioned above, we encourage you to open the same before the joining day. Bank details are mandatory to onboard you into EVERY systems.

Address to contact HR department:**EVERY INDIA Private Limited**

4th Floor, 'E' Block, Global Village
RVCE Post, Mysore Road, Mylasandra
Bangalore – 560 059, Karnataka, India
URL: <https://www.evry.com/in>

The work environment at EVERY India is very conducive to professional and personal growth. We welcome you to be a part of the EVERY India team and look forward to your valuable contribution in taking EVERY India to greater heights.

This offer is subject to the condition that you indemnify and certify that all the information (like educational qualifications, work experience, past salary drawn, and all other information) supplied by you to EVERY India to get employment with EVERY India, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then

EVERY India reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, etc., EVERY India also reserves the right to take such other action as permitted under law.



EVERY India reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

EVERY India will do a thorough background check of your previous and current employer after you accept this offer letter. This offer is valid, subject to the verification summary. In case of any discrepancy in the data provided by you, EVERY India holds the right to withdraw this offer.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your acceptance on or before **August 14, 2023**

We are excited about your decision to join us and wish you a long successful career with EVERY India.

Sincerely,
for EVERY India Pvt. Ltd.



Vinu Sekhar R J
Executive Vice President – Human Resources

Agreed and accepted

I have read, understood, and agree with the terms stated in this letter. My signature below constitutes an acceptance of this offer of employment.

(Likhitha M S)

Date: _____

Annexure - I

Salary Breakup		
Components	Monthly (INR)	Annual (INR)
Basic	37,917	455,000
Housing Rent Allowance	15,167	182,000
Statutory Bonus	-	-
Medical Reimbursement	1,250	15,000
City Compensatory Allowance	1,500	18,000
Dress Maintenance Allowance	1,500	18,000
Flexible Benefits Plan (FBP)	46,450	557,400
Employer's PF contribution	4,550	54,600
Total Fixed Salary	108,334	1,300,000
Performance Bonus		-
Gratuity		21,886
Total Cost to Company (CTC)	108,334	1,321,886

*(Basic includes 12% of Employee Contribution towards PF)

Flexible Benefits Plan (FBP) per annum:

You are eligible to opt for the following tax-saving components as part of a flexible benefits plan:

Job Level	Meal Voucher Limit	Books & Periodicals	Telephone & Internet	LTA	Professional Development	Car Maintenance	NPS
JL12	26,400	6,000	48,000	1,00,000	60,000	0	1-10% basic



Note:

1. Gratuity will be paid as per the Gratuity Act - eligible after completion of 5 Years of Service

2. Flexible benefits plan includes the following:

- Meal Voucher
- Books & Periodicals
- Telephone/Internet bill reimbursement
- LTA
- Professional Development
- Car Maintenance
- NPS

3. **Health Insurance Premium:**

Health Insurance Premium amount mentioned in the CTC break-up covers the below:

- Personal accidental insurance up to a maximum of 1 Year CTC
- Group Mediclaim is a sum of Rs.4 Lakhs which covers your immediate family (Spouse and Kids). You are eligible to include your parents in this coverage, by paying 50% of the premium amount, whereas the rest 50% is covered by the company.

for EVRY India Pvt. Ltd.



Vinu Sekhar R J
Executive Vice President – Human Resources