



CONFIDENTIAL

Bangalore

Dear **M Madhan Mohan Reddy**

Date: 9<sup>th</sup> June 2015

**Re: Offer of Employment by Tavant Technologies India Private Limited**

With reference to your application and the subsequent interview you had with us, we are pleased to extend an offer of employment to you with Tavant Technologies India Private Limited ("Company" which expression includes its successors-in-interest and assigns), in the position of **Senior Software Engineer**. This role will be initially based out of the Company's office at **Bangalore** subject to provisions of travel and transfer contained below.

The Company is a rapidly evolving new generation services organization and differentiates itself with its focused platform based services approach, to building enterprise class applications for its clients. We believe that with such a differentiated and evolving approach, we will be in a strong position to play a leadership role in the IT services space.

We are sure that your association with us will be enriching and rewarding. Here, we strive to create a workplace that is teeming with intelligent and creative minds, a workplace where work-life balance is part of the culture of the organization, and a workplace where ownership, risk and initiative taking is rewarded and reinforced on a continuous basis.

The terms of our offer and the benefits currently provided by the Company are outlined in the following pages. If there is anything that needs more clarity you can call **Ramya Ramachandran** at 080-41190310(land line) or mail at the following mail id: [ramya.ramachandran@tavant.com](mailto:ramya.ramachandran@tavant.com)

This offer of employment is being sent to you in two originals. If you are agreeable to the above terms and conditions of appointment, then kindly confirm your acceptance of appointment by signing and returning to us the attached duplicate of this letter by **11<sup>th</sup> June 2015**. This offer is valid upto this date only. Upon your acceptance this Offer Letter, including the Terms and Conditions annexed hereto, shall become a binding contract.

We are confident your employment with Tavant will prove mutually beneficial and look forward to having you with us.

Sincerely,

For **Tavant Technologies India Pvt. Ltd.**

**R Suman Arunagiri**  
**Senior Manager– Human Resources**

**Acceptance:**

I accept the appointment and will join my duties with effect from \_\_\_\_\_.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **TERMS AND CONDITIONS**

At the time of joining, you are requested to submit the following documents:

1. Copies of Academic Qualifications (the originals will be returned to you after verification) – inclusive of 10<sup>th</sup>, plus 2 or equivalent, graduation and post graduation (if any).
2. Experience Certificate, if any, including the offer letter, relieving letter from all the previous employer/s
3. Salary Certificate from the previous employer.
4. Four (4) passport size photographs.
5. PF/EPF number, if any, from your previous organization.
6. Copy of the passport
7. Copy of Income-Tax PAN Card/ PAN intimation letter from Income-Tax Department, if any.

Failure to provide this to the HR team within the agreed upon date or upto a maximum period of 2 months from the date of joining will result in termination of employment without any notice.

Please note that the Company takes a very serious view if any of the foregoing information is suppressed or falsified. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.

### **Commencement:**

Your employment with the Company will commence on or before **8<sup>th</sup> July 2015**, and is subject to termination by either party as provided below.

### **Duties:**

You will serve the Company in the role mentioned above and you will carry out such duties as required of you time to time.

You will devote full time, skill and attention to the work and business of the Company, and shall work faithfully, sincerely, diligently, efficiently and to the best of your ability to promote, continue and develop the interests of the Company. You will not place yourself in any position, or act in any manner, that conflicts with the interests of the Company.

The Company shall be at liberty to appoint any other person on a similar job title, jointly with you and to assign to him/her duties and responsibilities identical or similar to those placed upon you under this offer.

You will not, during your period of employment with the Company, directly or indirectly own, manage, operate, consult or be employed by any other business, whether on a full-time or part-time basis, without the express written consent of the HR Manager / Head HR of the Company.

**Probationary Period:**

You will be on probation for a period of 6 months from the date of joining. During your probationary period the Company would have the opportunity to assess your suitability for the position and the levels of your performance. Upon completion of the 6 months the Company may in writing confirm you in your employment or extend the period of probation or do neither, in which case the contract of employment will expire automatically.

**Policies and Other Agreements:**

In addition to the terms contained in the Offer Letter and these terms and conditions your employment will also be regulated by the policies that may be made by the Company from time to time, including those provided in the Employee Handbook which is available for viewing on the company Intranet.

You will also execute such other agreements including the Non-Disclosure Agreement as may be required by the Company from time to time.

**Hours of Work:**

You are required to work on all days from Monday to Friday, each week. Standard working hours are 09.30 AM to 06.30 PM., with a half an hour lunch break depending upon the shift that you would be working on. However, your actual working hours and working days (including working on public holidays) will often be determined by work flow and Company commitments. Any such work outside the working hours would not entitle you to any additional remuneration by way of overtime allowance or otherwise.

**Travel and Transfer:**

Based on business contingencies and at the sole discretion of the Company you may be required to travel and/or be transferred to other locations of the Company, its affiliates, clients, vendors and other stakeholders in India or abroad either temporarily or for a longer term.

**Remuneration:**

Your total remuneration package per annum will consist of **Rs 9,00,000/- (Rupees Nine Lakhs Only)**. The break-up of your package, including employee benefits is contained in the annexure here to

**Tax Deducted at Source:**

As required by law the Company will deduct taxes at source on payments made or benefits given to you by the Company. Otherwise you shall be responsible for taxes including filing tax returns.

**Method of Payment:**

Salaries and wages will be paid monthly on the last working day of each month in arrears. The Company reserves the right to vary this procedure at its option. Such variance, if any, will be communicated to you.

**Review of Salary:**

Your performance review shall be done at such intervals as prescribed by the applicable policy. Your reporting manager will set milestones to assess your performance.

**Leave:**

You will be entitled to leave of such types and for such duration as identified in a "Leave Policy" that the Company may issue and amend from time to time. Lady employees shall be entitled to maternity leave and benefit as per law.

**Non-compete and Non-solicit**

During your employment and thereafter you shall not directly or indirectly, in any capacity whatsoever become associated with, perform or render any services to, or conduct any activity for, or on behalf of, any business, trade, or profession which provides services similar to those provided by Company; or directly or indirectly, call upon, contact, interfere with and/or solicit any existing or prospective customer or customers of Company, or existing or prospective business opportunities, which were solicited, contacted, serviced, or whose account, existence or potential need for services came to the knowledge of Employee during the term of his/her relationship with Company, for any purpose, including but not limited to, that of interfering with, diverting or taking away the business of such person or entity or providing services similar to, or competitive with, the services of Company;

During your employment and thereafter you shall not directly or indirectly, alone or in any capacity, solicit or in any manner attempt to solicit or induce any person or persons engaged, retained, or employed by Company or any affiliated entity, to leave such employment or violate their contractual obligations to the Company.

**Termination:**

During the period of probation, the Company reserves the right to terminate your employment at any time by written notice of 1 month without assigning any reasons or on the grounds of inadequate performance or unsuitability for your role besides other reasons. During the probation period you may terminate your employment with the Company by written notice of 30 (thirty) days. Only the Company may, at its option, terminate the appointment by giving 30 day's salary in lieu of notice.

If you are a confirmed employee, your employment may be terminated at any time by yourself, or by the Company, with or without cause, by giving Two month (2) month's notice in writing to that effect. Only the Company may terminate your services by paying salary in lieu of notice; you shall serve out the notice period and fulfill your responsibilities unless the Company accepts payment of salary in lieu of notice. However, your obligation to serve the notice period shall be a right in favour of the Company and in no case shall be construed as a right conferred on you; the Company may fully or partly waive its right to notice and relieve you from your duties without payment of salary in lieu thereof. Further, if the Company terminates your employment for misconduct the Company shall not give you notice or salary in lieu of notice.

**Abandonment:**

You will be deemed to have abandoned and given up your lien on your employment if you remain absent from work for a continuous period of 7 (seven) days or for a period of 10 (ten) days in a block of 15 (fifteen) days without communicating the reasons for your absence. Consequently your services will automatically stand terminated from the 7<sup>th</sup> day or 10<sup>th</sup> day of absence, as the case may be. However, the Company may, at its option, and for satisfactory cause shown, condone your absence.



**Confidentiality:**

This offer of employment is made to you in confidence, and its terms must not be disclosed by you to anyone outside your immediate family. Your other obligations of confidentiality shall be governed by the terms of the Non-Disclosure Agreement and Information Security Policy.

**Dispute Resolution:**

The laws of India shall govern these terms and conditions. Disputes hereunder shall be referred to a single arbitrator in accordance with the procedure established by the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Bangalore. The language of arbitration shall be English. In the event that parties need to seek and obtain an injunctive remedy, they hereby consent to the exclusive jurisdiction of the Courts in Bangalore Urban District.

**Miscellaneous:**

On the day of joining, you will be required to execute and accept the Company's Non-disclosure Agreement and Information Security Policy and such other standard agreements as the company requires its employees to sign.

The Company reserves the right to conduct background investigations and/or checks on all of its potential employees. If, upon investigation/verification, the Company should find any discrepancy in your educational or employment details as provided in your resume the Company will revoke this offer of employment stating the exact reasons for the same. If you have any information to divulge, including the existence of any bonds/ agreements signed with your previous employer that may have an adverse impact on you accepting this offer of employment, we urge you to bring the same to the notice of the Company immediately. Please note that if any of the information and documents provided by you at the time of joining is false, or if you suppress any material information at the time of joining, the Company takes a very serious view of the matter. In such event the Company reserves the right to terminate your employment immediately and without notice on the grounds of fraud without prejudice to its other rights and remedies.

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For **Tavant Technologies India Pvt. Ltd.**

A handwritten signature in black ink, appearing to read 'Suman Arunagiri', with a horizontal line underneath.

**R Suman Arunagiri**  
**Senior Manager– Human Resources**

**REMUNERATION**

Designation	Senior Software Engineer	
Level / Band	Associate Professional - Band 2	
TOTAL REMUNERATION WORKSHEET		
SALARY COMPONENTS	MONTHLY	ANNUAL
	(In Rs.)	(In Rs.)
Basic	37,500	4,50,000
House Rent Allowance	15,000	1,80,000
Medical	1,250	15,000
Conveyance Allowance	800	9,600
Allowance	18,650	2,23,800
Sub Total (1)	73,200	8,78,400
Company's Contribution to PF	1,800	21,600
COST-TO-COMPANY (CTC)	75,000	9,00,000
Food coupons	550	6,600
Gratuity	1,800	21,600
Medical Insurance	-	8,581
Group Term Life Insurance	-	652
Sub Total (2)	2,350	37,433
TOTAL COST-TO-COMPANY (TCTC)	77,350	9,37,433

- **Food Coupons:** Every month you will receive a company contribution of INR 550.
- **Gratuity:** You will be paid Gratuity as per the prevailing Gratuity Act.
- **Medical Insurance:** The amount mentioned here is the premium that the company pays on your behalf.

For Tavant Technologies India Pvt. Ltd.



**R Suman Arunagiri**  
**Senior Manager– Human Resources**