



7-Feb-23

To,
Mr. Mahesh Doiphode
Pune

Offer of Appointment

Dear Mahesh,

Congratulations! Further to the interview you had with us and the Application Form for Employment you had submitted, we are pleased to make you an offer of appointment for the position of **Associate Engineer/ Grade P1-1**

Here are the terms and conditions of our offer:

Joining Date

Your scheduled date of employment with us will be **3-Apr-23** If you fail to join the Company on or before **3-Apr-23** , this offer of appointment shall stand automatically terminated.

Salary Package

The Company will pay you an Annual Gross Salary of (approximately) **INR 5,62,000/- (Rupees Five Lakh Sixty Two Thousand Only)**. This figure includes retiral benefit of provident fund, as per statutory requirements, benefits and perquisites as applicable. In addition, you will be eligible to gratuity, according to the Payment of Gratuity Act, 1972 upon completion of five years of continuous service. All payments to you will be made subject to applicable tax deductions at source ("TDS"). The detailed break up of your gross salary is given in the Annexure-I to this Agreement.

Location

Your appointment is for our Qubix SEZ IT Park, Hinjewadi Phase 1 office. You will be attached to our **Pune** office, but you will be required to attend to jobs at locations in India as may be determined by the Company from time to time. You may also at any time be seconded/transferred to or re-appointed in any of the Singapore Telecom's subsidiary companies or joint venture companies on the same or similar terms and conditions of your initial appointment. Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

Background Check

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the



background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action.

Documents required at the time of joining

At the time of or before joining you would be required to bring the originals and submit one set of self-attested photocopies of the following documents:

- Birth certificate or equivalent proof of your date of birth
- Educational certificates, as well as mark sheets of your graduate and post-graduate degree (as applicable).
- Experience certificates (includes all work experience documents such as all appointment letters, resignation letters, resignation acceptance, latest bonus payout letters, promotion letters, latest salary break-up and last 3 months pay-slips)
- Government issued photo identity and address proofs, any 2 (passport, driver's license, voter card, etc.)
- PAN card & Adhaar Card

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct, Non-Compete Agreement and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or



agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This Agreement is governed by and construed in accordance with the laws of India.

If you accept this offer of appointment, please submit a signed copy of this letter by Friday, 10th Feb 2023, 06:00 PM IST from the date of this letter, failing which this offer will automatically stand withdrawn.

We welcome you to the Singtel NCS family and wish you a rewarding career over the years to come.


Yours sincerely,
For and on behalf of
NCSI Technologies (India) Private Limited

Aparna
Vyas
(NCSI IN)

Digitally
signed by
Aparna Vyas
(NCSI IN)

Aparna Vyas
Manager, People & Culture

I agree to and accept the other terms and conditions of the offer letter and of the email communication from NCS in which the offer letter has been received by me.

Signature: 
Date: 08/02/2023
Place: Pune



Annexure to Offer Letter - Mahesh Doiphode		
Salary Structure		
Components	Monthly	Annual
Basic Salary	16,860	202,320
House Rental Allowance	6,744	80,928
Special Allowance	8,446	101,352
Statutory Bonus	3,372	40,464
Children Education Allowance*	200	2,400
Children Hostel Allowance*	600	7,200
Employer's contribution to PF	2,023	24,276
Leave Travel Allowance*	1,405	16,860
Telephone & Home Broadband Reimbursement*	1,000	12,000
Professional Development Reimbursement*	1,500	18,000
Gross Salary	42,150	505,800
Annual Performance Bonus**		56,200
Total CTC	42,150	562,000
<p>* Payment on submission of bills</p> <p>* You can choose to reduce the quantum or opt-out of these components, the balance will be added to Special Allowance</p> <p>**At the discretion of the organization as per the company policy</p>		



Additional One-off Payments

INR 50,000 Joining Bonus is a One-time payment in the 1st year of service. It will be paid in the payroll run of the month following the 1st full month billing to client on a project as notified by the authorized Project Manager. To earn 100% of the joining bonus, 6 months of billing is required in the 1st 12 months of employment. If there is less than 6 months of billing in the 1st 12 months of employment, the Joining Bonus will be proportionately recovered from payroll salary at the start of the 2nd year of employment in 2 or 3 equal monthly instalments. 1 full month of employment is 22 working days billed. Do note that Billability % is a goal that applies to all billable resources in NCS India, being an IT consulting organization, and clearing project interview and billing to client within 6 months is expected level of performance.

Additional Benefits

You will also be entitled to the following additional cash benefits amounting to INR 1,20,000 Per Annum. These will be paid on monthly basis along with the salary. You are not required to submit any receipts to avail these benefits. Please note, these payments will be subject to taxation as per the income tax guidelines. These benefits are over and above the CTC and will be outside the scope of annual increment.

The breakup of these additional benefits is as below:

1. Childcare Subsidy – INR 36,000 pa
2. Transport Subsidy – INR 26,000 pa
3. Food Coupons – INR 43,000 pa
4. Flexi Spending Account – INR 15,000 pa