



PERFEXION
INFORMATION TECHNOLOGIES PVT LTD

040-66588447



info@perfexion.co.in



www.perfexion.co.in



Emp. ID: PIT4220

Date: 20 July 2021

Mr. Nagappa Gari Manjunath
H.NO. 9-461, Ratnagiri, Gollahatti,
Rolla (Md), Sri Sathya Sai-515321, Andhra Pradesh.

Dear Manjunath,

Subject: Appointment

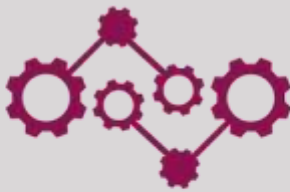
Congratulations!

We are delighted to extend an offer for the position of **Software Associate** with **Perfexion Information Technologies Pvt. Ltd.**, subject to the following terms and conditions:

1. **Commencement of Employment:** Your start date of employment will be **09 August 2021**.
2. **Job title:** Your job title will be **Software Associate**, and you will report to **Ms. Amrutha Oduru**, Reporting Manager.
3. **Salary:** Your salary and additional benefits will align with the details outlined in **Annexure-A** attached herewith.
4. **Place of Assignment:** Your primary work location will be in **Hyderabad**. However, it's important to note that you may be required to work at any other business location that the Company currently has or may acquire in the future.
5. **Hours of Work:** Your standard workdays are **Monday through Friday**. You will need to dedicate the necessary hours for the effective fulfillment of your responsibilities to the Company. The regular working hours span from **9:30 am to 6:30 pm**, and it is expected that you commit to a minimum of **40 hours** each week. Additional hours may be required based on your responsibilities.
6. **Leave/Holidays**
 - I. You are entitled to casual leave of 12 days.
 - II. You are entitled to 12 working days of paid sick leave.
 - III. The Company shall notify a list of declared holidays in the beginning of each year.
7. **Job Responsibilities:** You will diligently carry out all duties inherent to your position to the best of your ability. Additionally, you may be assigned other responsibilities by the company as needed from time to time. The details of your specific duties are provided in Schedule II attached herewith.
8. **Custody of Company Property:** It is your responsibility to ensure the proper upkeep of any Company property entrusted to you for official use during your employment. All such property must be returned to the Company before the conclusion of your tenure. Failure to return the property may result in the Company recovering the associated costs from you.

Address:

Level 4, Plot No: 802, Ayyappa Society,
Beside YSR Statue, Madhapur,
Hyderabad -500081.



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9. Borrowing/Accepting Gifts: You are prohibited from borrowing or accepting any money, gifts, rewards, or compensation for personal gain from any person or client with whom you may have official dealings.

10. Termination

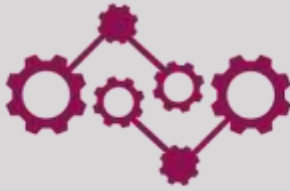
- I. The Company reserves the right to terminate your appointment without providing a specific reason, by issuing written notice of less than one month or salary in lieu thereof. In this context, "salary" refers to the basic salary.
- II. You have the option to terminate your employment with the Company without cause by providing a notice period of less than one months, or salary for the remaining unserved period after adjusting pending leaves as of the termination date.
- III. The Company retains the right to terminate your employment summarily, without any notice period or termination payment, if there are reasonable grounds to believe that you are involved in misconduct, negligence, a fundamental breach of contract, or have caused any loss to the Company.
- IV. Upon termination of your employment for any reason, you are required to return to the Company all property, documents, papers (both original and copies), including samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, and any Confidential Information in your possession or under your control related to your employment or the clients' business affairs.

11. Confidential Information

- I. Throughout your employment with the Company, you are expected to dedicate your entire time, attention, and skill to its business to the best of your ability. Without prior permission from the Company, you shall not engage directly or indirectly in any other business, associate with or be connected to any other post or part-time work, or pursue any course of study.
- II. You are required to maintain the utmost confidentiality and treat as confidential all records, documents, and other Confidential Information related to the Company's business, whether acquired through your employment. "Confidential Information" encompasses details about the Company's business and that of its customers not available to the general public. This includes, but is not limited to, information regarding the organization, customer lists, employment policies, personnel, products, processes, ideas, concepts, projections, technology, manuals, drawings, designs, specifications, and all documents containing such Confidential Information.
- III. You are strictly prohibited from removing any Confidential Information from the office without prior permission.

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- IV. Your obligation to safeguard and refrain from disclosing Confidential Information will persist even after the expiration or termination of this Agreement and/or your employment with the Company.
- V. Violation of the conditions outlined in this clause may result in summary dismissal under the clause mentioned above, in addition to any other legal remedies the Company may pursue.
- 12. Notices:** You may provide notices to the Company at its registered office address. Similarly, the Company may deliver notices to you at the address you have officially communicated and recorded.
- 13. Company Policy Applicability:** The Company reserves the right to issue policy declarations as needed, covering areas such as leave entitlement, maternity leave, employee benefits, working hours, transfer policies, etc. These policies may be modified at the Company's sole discretion from time to time. All such policy decisions are binding on you and supersede this Agreement to the extent specified.

Confirmation of Offer Acceptance

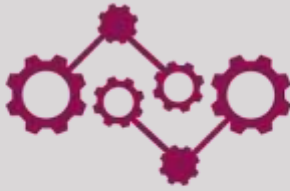
Kindly acknowledge your acceptance of this of Employment by signing and returning the duplicate copy. We extend a warm welcome to you and eagerly anticipate receiving your acceptance, as we look forward to collaborating with you.

For Perfexion Information Technologies Pvt. Ltd.,
Maithili Krishnamsetty
HR Manager (HR Department)
maithili.krishnamsetty@perfexion.co.in



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ANNEXURE-A

Compensation Structure:

Salary Particulars	Monthly (Rs.)	Annually (Rs.)
Basic Pay	8,750.00	1,05,000.00
House Rent Allowance	3,500.00	42,000.00
Travelling Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	2,400.00	28,800.00
Fixed Compensation	17,500.00	2,10,000.00
Annual Incentive Pay*		0.00
Total Cost To Company (TCTC)		2,10,000.00

Please do sign the below in order to acknowledge the Appointment terms and conditions.

Name: _____

Date: ____/____/2021

Signature: _____

Address:

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