



TBL/22-23/02062022

Date: June 02, 2022

Mohammed Haris
Bangalore

Letter of Appointment

Dear Haris,

The foregoing constitutes the entire agreement as regards the terms and conditions of your service with the Company and they shall be subject to such modifications and amendments as may be introduced from time to time as per the Company's Rules & Regulations.

This letter is to confirm your full-time employment with us. Your designation will be **Technical Trainee** in the service of Tibil Computer solutions Pvt. Ltd. With effective from **June 02, 2022** on the following terms and conditions:

Remuneration:

Your annual compensation will be **Rs. 350,000.00 /- (Rupees Three Lakhs Fifty Thousand Only)**. You will be entitled to a yearly bonus of up to **Rs. 34,259.00/- (Rupees Thirty-Four Thousand Two Fifty-Nine Only)** based on the individual and the company performance.

Probation & Confirmation:

You will be on probation for a period of six months from date of joining. On successful completion of your probation & based on your performance during the probation, you will be confirmed as a permanent employee.

Company Benefits & Compensations

Insurance Benefits:

You are eligible to avail the benefit of Group Medical Coverage (GMC) for self and family. Family includes spouse and 2 dependent children. Parents policy & top up options are available and can be availed by paying the premium amount.

Leave:

You are entitled to Sick / Casual Leave, right from your date of Joining. You will be eligible for 16 working days of earned leave annually, On completion of probationary period, subject to your confirmation as a permanent employee.

Leave is credited on a monthly basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity and Paternity Leave. Further details will be provided to you at the time of joining.

PF:

24% of your basic or Rs.1800 if the basic is greater Rs.15000 per month will be added to your PF account every month, which includes 12% contribution from Employee and 12% from Employer.

ESIC:

You will be entitled to avail ESIC Benefits as per ESIC Act. If applicable as per compensation structure.

Business Related Expenses:

Tibil Computer Solutions Pvt. Ltd.

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You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Performance Bonus:

Subject to individual performance & Company performance. Employees are entitled to avail maximum performance bonus, which is 10 % of their respective CTC. The performance bonus will be released at the end of financial year.

Performance Management and Salary Revision:

You will have a compensation review i.e. after 12 months from the date of joining. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time. From the second year onwards, you will be aligned to the general Compensation Revision cycle applicable for the rest of the company.

Retention Incentive

In appreciation of continuity of service in TIBIL, you are eligible for a Retention Incentive. For 3 years work anniversary, budget is Rs.15 ,000/- per employee. For the Fifth work anniversary, budget is Rs.50 ,000/-per employee

Brief Employment Terms

Agreement

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Background and Reference Check

The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required.

The company may also undertake reference check through at least two professional references submitted during the process of selection.

Notice Period

Your employment with the Company can be terminated by either yourself or the Company by provision of three months' notice in writing or payment of three months' salary in lieu of notice by either yourself or the Company.

During the Probation period the notice period will be of 15 days. If you are involved in a project during probation the notice period will be three months. The company may require you to complete all operative parts of the assignment you may be involved in on the date of your resignation as determined by the company before agreeing to your release.

The Company reserves its right to, at its sole discretion, accept your resignation and relieve you immediately by waiving the necessity for such notice. You will be governed by Code of Conduct laid down by the Company and if there is any breach of the same or non-performance of contractual obligations or the terms and conditions laid down in this letter, your service could be terminated without any notice period whatsoever notwithstanding any other terms and conditions stipulated herein.

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**Tax Implications**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

Other terms and conditions**Confidentiality:**

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 Tibil. 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.

Our offer to you as a Designation is conditional upon your having fully completed your graduation /post-graduation, without any active backlog papers. Your simple average should not be less than what was specified in your application form during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with TIBIL. You will be required to produce all marks sheets and other relevant documents at the time of joining.

Intellectual Property Rights:

Any product development, process, discovery, plan, Specification, program, design, process, adaptation or improvement in procedure or other matters of work which can be the subject matter of protection granted to any intellectual property rights (including without limitation patents, designs and copyrights), made, developed or discovered by you alone or jointly with any other person or persons while in the employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All such intellectual property shall be deemed to be “works made for hire” under applicable law. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right, inter alia, to use, modify or adapt the intellectual property that you have developed during the course of your employment. On joining, you will be required to sign a formal Agreement of Assignment of Intellectual Property Rights with 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. These Policies cover various human resources and administrative topics and procedures. 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 Business Conduct and Ethics 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.

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**Discipline and Grievance:**

The Company's disciplinary policy is contained in the Employee Handbook. Whilst the disciplinary process does not form part of your contract of employment, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and the company reserves the right to transfer you to another position, to demote you or to impose a financial penalty, if appropriate. If the company suspects that you have committed an act of serious or gross misconduct, it may suspend you from your duties, pending the outcome of the company's investigation into the alleged misconduct.

If you are dissatisfied with a disciplinary decision taken against you, you should connect to Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

If you have a grievance, you may raise the matter with the person you report to either in writing or in person or you may use the company's formal grievance procedure, details of which are laid out in the employee handbook.

For Tibil Computer Solutions Pvt. Ltd.,

Kavitha Sanjeevalu

Chief Financial Officer

I Mohammed Haris, have read and understood the terms and conditions contained herein and I am happy to accept them for employment at the Company.

Signature:

Date:

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