



KT/OL/2022/180

22-Feb-2023

To

Name: Mohd Imran

Email: [imranmohammed1404@gmail.com](mailto:imranmohammed1404@gmail.com)

Contact Number: 9573987351

**Offer and Appointment Letter**

Dear Mr. Mohd Imran,

We are pleased to offer you a career with Kairos Technologies Pvt. Ltd. You made a favorable impression with everyone you met, and we are happy with the prospect of your joining our Company on or before **15<sup>th</sup> Mar 2023**. Outlined below are the terms and conditions of this employment.

1. **Compensation:** Your Annual CTC will be **INR 2,40,000 P.A.** (Rupees Two Lakh Forty Thousand only). A detailed breakup of your revised compensation is given in this letter below. Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarifications.
2. **Designation and place of work:** you will be designated as "**Quality Analyst Trainee**" in "**Delivery**" department and will be based at our **Hyderabad** office.
3. **Role:** Your immediate Manager will communicate details of your role and responsibilities in the initial weeks of your joining the Company.
4. **Monthly Salary Credit:** The salary/stipend (as applicable), will be credited to your corporate salary bank account, and/or by cheque, payable in the first week of the subsequent month.

The Stipend/Salary cycle will be calculated from the 1st to 30<sup>th</sup>/31st of the month. Employees joining on or after 26<sup>th</sup> of a month will receive their salary in subsequent month along with arrears of previous month.

For Example: Employee joined on 27-Nov will get first salary paid for the month of Dec, along with salary of 4 days from Nov.

5. **Tax deducted at source:** All payments made to you will be following statutory requirements including tax deducted at source. The Company will issue tax deduction certificates thereof wherever applicable.
6. **Expenses:** The Company will reimburse travel or other expenses which you incur, as per the Company policies in force from time to time.
7. **Holidays:** You will be entitled to avail holidays as per the Company policies in force from time to time.



8. **Leave:** You can take leave due to sickness or personal reasons. The company will continue to pay your salary in full during any such absence up to a maximum of 21 (Twenty-one) days (based on the Company's leave policy every financial year) in any financial year; but reserves the right to withhold your salary if you continually absent from work for short periods.
9. **Benefit Schemes:** You will be entitled to join the company's benefit schemes, which may include health or other insurance packages, if the company decides to offer these to you. When offered, the terms of these schemes may be changed from time to time by the Company and the Company will keep you informed of the same.
10. **Medical Insurance Coverage:** You will be enrolled in the Group Medical Insurance scheme for coverage of INR 2,00,000 per annum. You are covered under Medical Insurance coverage scheme for Self, Spouse, 2 Children, Parents, and/or in-laws. You can nominate 5 dependents (1+5) in addition to yourself to be covered under the policy.
11. **Group Term Life & Accident Coverage:** You will also be eligible for Term Life Insurance coverage up to 3\* Net Annual Salary. The coverage is for self and premium towards the same will be paid by the organization on your behalf.
12. **Gratuity:** In addition to the total salary the employee will be eligible for Gratuity as per Payment of Gratuity Act 1972.
13. **Past record:** If any declaration given or information furnished to the Company proves to be false or if you are to have willfully suppressed any material information, in such case, you will be liable for removal from services, without any notice. You will also be liable for such damage, or such action as may be determined by the Company.
14. **Pre-employment Verification:** In accordance with the authorization on your application, your appointment is subject to your clearance of Background Verification/Reference Check and the documents or information provided by you to the Company are genuine. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application/Biodata are correct. We will also be contacting your referrals.
15. **Outside Interests:** You shall not (either solely or jointly with any other person, firm, or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of this Agreement.

You represent and undertake to the Company that you are not under any non-compete restrictions applicable to you from any previous employment or any other contract which restricts you taking up employment with the Company.

You shall devote all your working hours to the service of the Company and shall not engage in, continue to be engaged in, invest in, be a director of, start or support any other business without the prior written consent of the board of the Company.



16. **Confidentiality:** As a part of employment with the Company, you will execute a Non-Compete & Non-Disclosure Agreement in a form attached hereto as Schedule II, the terms of which will be binding on you.
17. **Separation:** If you desire to leave the Company's service as a confirmed employee, at any time, you will be required to give 2 (Two) months' notice in writing. If you are on receipt of such notice, the management may either retain you for the whole of the notice period or may advance the effective date of termination of service.
18. **Termination:** Your employment may be terminated by giving 2 (two) months' notice from the Company if the Company wishes to terminate your employment or salary in lieu of such notice. Salary for this purpose will be based on your Gross Salary. If you fall under any of the below categories for dismissal, then it is per management's discretion.
19. **Summary Dismissal:** The Company may dismiss/terminate you and your salary with immediate effect without notice in lieu thereof, if you:
  - a) do not perform the duties assigned to you under this agreement satisfactorily.
  - b) violate any of the terms of this Agreement.
  - c) are found guilty of dishonesty, serious neglect, or gross misconduct in the course of your employment.
  - d) expressly or by implication repudiating this Agreement.
  - e) act in such a way (whether in the course of your employment) as to bring the Company or its subsidiaries into disrepute.
  - f) are convicted of a criminal offence.
  - g) are convicted of or charged with an offence involving moral turpitude: or
  - h) do any act detrimental or damaging to the Company, its Affiliates and Clients.
  - i) are declared bankrupt or enter a composition or arrangement for the benefit of your creditors.
20. **Disclaimer of Offer:** Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.
21. **Non-Compete:** Contractor shall not (directly or indirectly) engage in any activity in competition with or adverse to Company or the business of Company during the term of this Agreement and for one year following its termination including performing services for a customer, Contractor, client, or end client of Company.
22. It is also a term of your employment that you will become a contributor to the Company's Provident Fund Scheme for the time being in force in respect of the employees of the Company and for which you are eligible.
23. This agreement shall be governed by the laws of India and the courts of Hyderabad shall have exclusive jurisdiction to settle any dispute that may arise in relation to interpretation and performance of this Agreement.



24. Breach of offer letter agreement by either party – “that in the event of employee/candidate committing any breach of this agreement of not joining as per the committed date of joining shall compensate the employer by paying a penalty of Two (2) month's gross.
25. You are required to join on or before **15<sup>th</sup> Mar 2023**, if you do not join by this date, this offer stands withdrawn - unless the Date of Joining is extended and communicated to you in writing.
26. This offer is subject to satisfactory references being obtained. It is mandatory to carry your original documents against which the attested photocopies would be Counter checked at the time of joining. **Refer the Annexure – I given in the letter below, for all the required documents to be submitted at the time of joining.**

Please acknowledge your acceptance of this letter by signing the duplicate copy of the Offer Letter. We welcome you On-Board and we look forward to the beginning of a mutually beneficial relationship with our Company.

We look forward to your joining and we are confident that with your talent and commitment, you will prove to be a great asset to the organization. **Kairos Technologies**, on its part, commits to a rewarding and challenging role for you and for your career development.

This document supersedes all the other documents that have been issued so far in connection with your employment.

Wishing you all the best,  
For Kairos Technologies Pvt. Ltd.

*Aakshita*

Authorized Signatory

Email: [hrsupthyd@kairostech.com](mailto:hrsupthyd@kairostech.com)  
Phone: +91 40 4018 0999

NOTE:

→ This document, being computer generated, does not require signature.  
→ Kindly submit all necessary documents in soft copies (Highly preferred).



Save trees. Print Only When Necessary



**Declaration**

I hereby declare and affirm that I have carefully studied and understood the terms & conditions mentioned in my appointment letter and I accept and undertake to abide by the said terms and conditions.

Signature:

Date:



### COST TO COMPANY (CTC) BREAKUP

(In INR)

Particulars	Monthly	Annually
<b>Gross</b>	<b>16,310</b>	<b>1,95,721</b>
Basic	8,155	97,860
HRA	3,262	39,144
Internet Allowance	-	-
Telephone Allowance	2,000	24,000
LTA	1,359	16,308
Special Allowance	1,534	18,410
<b>GROSS SALARY</b>	<b>16,310</b>	<b>1,95,722</b>
Employer Contribution to PF	1,566	18,789
Employer Contribution to ESI	530	6,360.96
Sodexo	-	-
Gratuity	394	4,728
Insurance	1,200	14,400
<b>COST TO THE COMPANY</b>	<b>20,000</b>	<b>2,40,000</b>
Professional Tax	150	1,800
Employee Contribution - PF	1644	19,728
Employee Contribution - ESI	122	1,468
Income Tax as & when Applicable	-	-
<b>Net Salary</b>	<b>14,394</b>	<b>1,72,726</b>

Note:

1. IT Deduction subject to savings
2. Corporate Medical Insurance (Sum Assured 2 Lakhs) for Employee and Family (1+5, Spouse, 2 Kids, Parents)
3. Reimbursement of Internet & Telephone expenses will be considered in IT Deductions subject actual bills submission during Dec, it will be deducted from Gross Salary



## ANNEXURE - I

### Documents to be submitted to Human Resources Function on the Joining Day

Employee Name: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Please (✓) wherever applicable.

- |   |                          |
|---|--------------------------|
| 1. Passport size color photograph   | <input type="checkbox"/> |
| 2. One Scanned photograph to <a href="mailto:hrsupporthyd@Kairostech.com">hrsupporthyd@Kairostech.com</a> | <input type="checkbox"/> |
| 3. Scanned copies of the below documents (in A4 size only)  | <input type="checkbox"/> |
| A. Complete Passport  | <input type="checkbox"/> |
| B. Pan card copy (Mandatory)  | <input type="checkbox"/> |
| C. Aadhar- card copy  | <input type="checkbox"/> |
| 4. 10th (Mark list + Certificate of Passing)  | <input type="checkbox"/> |
| 5. 12th / Matriculation / Intermediate (Mark list + Certificate of Passing)                               | <input type="checkbox"/> |
| 6. Graduation (Mark list + Certificate of Passing)  | <input type="checkbox"/> |
| 7. Post Graduation (Mark list + Certificate of Passing)   | <input type="checkbox"/> |
| 8. Any other Degree / Full time Course Certificates   | <input type="checkbox"/> |

From all the previous Employment tenures prior to joining (If Applicable):

- |   |                          |
|---|--------------------------|
| B. Copy of last 3 months Salary slips                   | <input type="checkbox"/> |
| C. Copy of last six months' Salary A/C - Bank Statement | <input type="checkbox"/> |
| D. Copy of the Relieving Letter                         | <input type="checkbox"/> |
| E. Copy of the Appointment and Offer letter.            | <input type="checkbox"/> |
| F. Form 16 / Income Statement                           | <input type="checkbox"/> |
| G. Copy of UAN Number                                   | <input type="checkbox"/> |

Note:

1. Please arrange all the above-mentioned documents in serial order and check for the omissions before handling them over to the HR Department.
2. All documents must be in A4 size photocopy only.