

OFFER LETTER

<<offer_date>>
<<name>>,
<<place>>

Dear <<name>>,

With reference to your application and the subsequent interview you had with Alten Calsoft Labs India. We have great pleasure in offering you an employment under the following terms and conditions:

TERMS AND CONDITIONS OF APPOINTMENT

1. Employment Details:

- | | |
|--------------------|--------------------|
| a) Designation | : <<designation>> |
| b) Base Location | : <<place>> |
| c) Work Location | : <<place>> |
| d) Date of Joining | : <<joining_date>> |

2. Salary:

Your annual salary will be **INR <<ctc_annual>>** and will be structured as per the attached Annexure 1- Compensation Structure and Benefits. Perquisites & Benefits:

- a) An amount of ₹ <<variable_annual_fixed>>, will be apportioned towards Performance Linked Incentive, payable annually, based on your performance and Company's performance, subject to the absolute discretion of the Management.
- b) Company's PF contribution is 12% of basic or maximum 1800 per month whichever is lower.
- c) VPF contribution facilities is enabled for employees & the same can be opted during the onboarding formalities to increase employee PF contribution only.
- d) You will be eligible for Gratuity under the Payment of Gratuity Act, 1972.
- e) You will be covered under Personal Accident Insurance for a sum insured of 1 year's Annual CTC or INR 10 lakhs whichever is higher.
- f) You will be covered under Group Health Insurance for a sum of INR 5 lakhs.
- g) You will be covered under Group Term Life insurance as per the below terms
 - i. 1 Time of Annual CTC (or) INR 10 lakhs whichever is higher for Employees aged less than or equal to 39 Years.
 - ii. 2 Times of Annual CTC (or) INR 15 lakhs whichever is higher for Employees aged above or equal to 40 Years.
- h) The Company's leave policies shall apply to your employment and may be modified by the Company at any time at its absolute discretion.

 Signed
by: Chandra
Sekhar
Mohapatra
Date:
2024.10.22
18:13:29 +05:30



3. Employment Conditions:

This offer letter and your employment with the Company are subject to.

- a) Satisfactory results of a complete background and reference check carried out by the Company.
- b) You signing of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexures annexed herewith. Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the Company without any notice period or compensation and without any reasons thereof.
- c) You will initially be on probation for a period of six months from the date of joining. If your services are either not confirmed or not terminated on completion of the initial period of probation, the probationary period will stand automatically extended till the date of issue of an order of confirmation or termination, as the case may be.
- d) In the event of you deciding to resign from service of the Company during your probation period, you shall provide two months prior notice to the Company or salary in lieu of such notice or if the Company is terminating your employment then Company shall give two months notice or Salary in lieu of such Notice.
- e) You acknowledge and agree that Company is entitled to depute you in any of its Client's Offices in India or Abroad, temporarily or permanently, with prior intimation to you. And you agree and acknowledge that you may be assigned, transferred or deputed to any of the establishments of the Company or its associated entities and your service will be subject to interdepartmental or inter-establishment transfers, temporarily or permanently.
- f) You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you. All particulars furnished by you vide your Application are taken to be true and correct. In case any of these particulars turn out to be false or incorrect on verification, the Company may at its absolute discretion elect to terminate or suspend your services without any notice or assigning any reason thereof.

4. Termination of Permanent Service

- a) The Company reserves the right to terminate your services at any time after giving you an opportunity to explain or improve performance. On being not satisfied with explanation/improvement in performance, the Company may terminate your services with one month notice or on payment of one month's salary in lieu thereof. If however, the termination is on disciplinary grounds the notice period (or payment) will be for 15 days only.
- b) You will automatically retire from service of the Company on attaining the age of 60 years.
- c) If the Company terminates your employment for any failure or negative remark in background check, misconduct or breach of the Company's code of conduct or other disciplinary grounds then (i) the Company's obligations under this Letter shall immediately cease, and (ii) you shall not be entitled to receive any payment due from the Company, and the Company shall have no obligation to pay, compensation attributable to such termination.



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5. Resignation

- a) In the event of you deciding to resign from the services of Company, you will have to give two months prior written notice to the Company.
- b) In the event you fail to serve out the notice period specified herein, the Company shall be entitled to approach any Court of competent jurisdiction to recover all costs, damages, losses and expenses incurred by the Company as a result of your failure to serve out the notice period.
- c) On or before the date of relieving you shall completely be signed off from all projects or works assigned till date and you shall support to the Company in all the relieving process as stated by the Company.
- d) The date of relieving from the Company will be at the sole discretion of the Company.

6. Other Conditions

- a) The Company expects you to work with a high standard of initiative, efficiency and economy.
- b) You warrant that you have not entered into any agreement or arrangement or engaged in any service which may be in conflict with the terms and conditions of your employment with the Company or which would preclude you from fully performing your job responsibilities for the Company; and you will devote your entire time to the work of the Company and will not directly/ indirectly undertake any business or work for any company or entity or person other than Alten Calsoft Labs India.
- c) You will be responsible for the safekeeping and return in good condition and order all the property of the Company which is in your possession, use, custody or charge. You shall make good of any loss or damage that occurs to any Company property which is in your possession/ custody.
- d) You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
- e) You shall not disclose your remuneration details with any other employee/s of the Company.
- f) You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- g) Upon the termination of your services for any reason, you shall immediately cease to use the Company's marks and/ or intellectual property rights vested in any manner whatsoever. You shall keep confidential all information and material provided to you by the Company and will execute a Non-disclosure & Non-Compete Agreement and an Employment Agreement with the Company in the prescribed format.
- h) You will not at any time hereafter, without the consent in writing of the Company or except under any legal process, divulge or make public any matters relating to the Company's transactions or dealings, which are of a confidential character.
- i) You will be true and faithful to the Company in all your accounts, dealings and transactions relating to the business of the Company and if called upon, shall render a true and just account thereof to the Company or to such persons as shall be authorized to receive the same.
- j) You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by you or related to your breach of any of the provisions or obligations set out in this letter.



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You will have to bring with you the originals (For Verification) and Compulsorily 2 photocopies of your below testimonials.

- a) Relieving letters and experience letters from all previous employers
- b) Offer letter of immediate previous company and last 3 pay slips.
- c) All academic certificate and mark lists (Including X,XII)
- d) Aadhaar Card
- e) PAN Card
- f) 4 Photograph in case NO HDFC account Else 2 Photograph
- g) Copy of PF passbook of previous establishment if applicable

You are required to join duty at our office located at 7th Floor, Tower D, IBC Knowledge Park, 4/1, Bannerghatta Main Road, Bengaluru, Karnataka 560029 on or before <<joining_date>>, failing which this offer will stand withdrawn.

If this offer of employment is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages including the Annexure 1, 2, as a token of your acceptance within 3 working days from the date of offer release, failing which it will be presumed that you are not interested in this offer and the offer will stand withdrawn.

Please note, by signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from taking this position or performing your duties with the Company.

We welcome you to Alten Calsoft Labs (India) Pvt. Ltd and look forward to your contribution for mutual growth. In the meantime please do not hesitate to reach us at offersupport@acldigital.com, should you have any queries or concerns you would like to discuss.

Yours faithfully,

For ALTEN CALSOFT LABS (INDIA) PVT. LTD



Signed
by: Chandra
Sekhar
Mohapatra
Date:
2024.10.22
18:13:29 +05:30

Chandra Sekhar Mohapatra
Director - Talent Acquisition

I accept the above terms and conditions of Employment.

<<signature>>

(Signature and Date)



Annexure 1
Compensation Structure and Benefits

CTC Break- Up		
Components	Per month(In Rupees)	Per Annum(In Rupees)
Fixed Components		
Basic	<<basic_monthly>>	<<basic_annual>>
HRA	<<hra_monthly>>	<<hra_annual>>
Statutory Bonus	<<bonus_monthly>>	<<bonus_annual>>
Special allowance	<<special_allowance_month>>	<<special_allowance_annual>>
Gross salary- A	<<first_total_monthly>>	<<first_total_annual>>
Retirals Benefits:		
PF(contribution by the company)	<<pf_monthly_fixed>>	<<pf_annual_fixed>>
Gratuity (4.81% of the basic salary)	<<gratuity_monthly>>	<<gratuity_annual>>
Retirals-B	<<second_total_monthly>>	<<second_total_annual>>
ESI (Contribution by the company)-C	0	0
Fixed CTC (A+B+C)	1,37,500	16,50,000
Variable Component		
Performance Linked incentive*		<<variable_annual_fixed>>
Cost To Company (Fixed + Variable)		<<ctc_annual>>

Flexible Benefit Plan

FBP is a tax saving Benefit plan designed for Employees to save their Tax. Whatever amount opted for, will be Deducted from Special allowance and apportioned towards FBP. This Selection can be done post onboarding.

FBP Eligibility Table (Amount in INR Per Annum)	
Components/ Bands	Band B
Communication Reimbursement	Up to 24,000
Leave Travel Allowance	Up to 24,000
Meal Coupons	Maximum up to 26,400 and Minimum up to 13,200
Car Fuel & Maintenance Reimbursement	Up to 21,600 (<=1600cc) and Up to 28,800 (>1600cc)
Chauffeur Expense Reimbursement	Up to 10,800
Child Education Allowance	Up to 2,400 (for 02 children)

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Annexure 2
DECLARATION

I hereby represents and warrants, and undertakes, affirms and agrees that as of the Date of Joining with Alten Calsoft Labs India Pvt Ltd, I will have terminated my employment with all my previous employers

- a) I have not entered into any agreement or arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer hereunder.
- b) I am in good standing and that I has full capacity and authority to accept this offer letter, Non-Disclosure Agreement and Employment Agreement and to perform its obligations hereunder according to the terms hereof.
- c) Neither the acceptance of this offer letter nor the execution and delivery of the agreement contemplated hereunder, or the fulfillment of or compliance with the terms and conditions thereof, conflict with or result in a breach of or a default under any of the terms, conditions or provisions of any legal restriction (including, without limitation, any judgment, order, injunction, decree or ruling of any court or governmental authority, or any federal, state, local or other law, statute, rule or regulation) or any covenant or agreement or instrument to which I a party, or by which I am bound, nor does such execution, delivery, consummation or compliance violate or result in the violation any documents;

<<signature>>

(Signature and Date)



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