



Private & Confidential

Date: 22/11/24

Ref: TelioLabs/HR/OL-528/2024/11/21

OFFER & APPOINTMENT OF EMPLOYMENT

Dear Yarramreddy Nagamani,

We are pleased to confirm for you the position of “ **Software Engineer** ” and your date of joining is “**28th November 2024**” “Your duties and responsibilities shall be assigned by the Company from time to time with TelioLabs Communication Private Limited (hereinafter referred to as “**TELIOLABS**”).

1. Remuneration

- a) Your Annual Remuneration In terms of cost to the company is **Rs. 10,50,000/- Annum**. The break-up of your annual remuneration and benefits details along with some conditions applicable are set out in Appendix.
- b) Salary will be paid into your salary account by the 5th of each month.

2. Probation

- a) You will be placed on probation for 3(three) months from the date of joining. The period of probation can be extended at the discretion of the management. During the probation and any extension thereof, your services may be terminated without any notice. On successful completion of probation, your appointment will be confirmed in writing.
- b) The confirmation will be a post review of the performance of the candidate on parameters defined by the management.
- c) You are expected to be working at least 12 months from the date of Joining.

3. Salary Revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by TELIOLABS. TELIOLABS operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

4. Place of Work

Place of work will be **Remote Location**. However, should a need arise, you may be transferred or expected to travel to any of our offices.

5. Working Hours

- a) The normal working hours are 10.00 am to 7:00 pm with 60 minutes break, Monday to Friday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.
- b) Minimum Working hours is 8 hours a day
- c) If working on the client side, adhere to their specified working hours and days.

TelioLabs Communication Private Limited

Mytri Square, 2-41/11, 6/2, Gachibowli, SY35P&36, Kothaguda, Miyapur Road, Hyderabad, Telangana-500084

CIN: U72200TG2020PTC146512 www.teliolabs.com



d) For the businesses that operate on a 24 x 7 basis, employees may be required to work at different times including night. In all such cases, the actual working hours shall be as prescribed by a manager

6. Notice of Termination

a) Termination of employment by either party shall be 30 days' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

b) If your actions at any time constitute a serious breach of TELIOLABS standards of behaviors, TELIOLABS may end this contract and terminate your employment immediately.

c) This appointment letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your appointment with us any time without any compensation

d) If you are requesting for resignation within 12 months from date of joining, the company reserves the right to deduct any amount spend on certification, employee training fee, recruitment fees, attorneys fee the same will be adjusted in the employee full and final settlement.

7. Verification

a) This appointment is based on the details provided by you in the company application form /Employee data form/during the interview/data provided prior to or at the time of joining.

b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks and approval of your employment/immigration pass application (wherever Applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.

8. Background Verification

a) Any material discrepancies or inaccuracies found during the background verification process will nullify the offer presented in this letter.

b) The company reserves the right to withdraw the offer or take appropriate action based on background check findings.

c) The candidate acknowledges that the offer is contingent upon successful completion of the background verification process, and failure to meet company standards may result in offer withdrawal.

d) Appointment is based on information provided by you, any false or incorrect information may lead to termination without notice or salary in lieu thereof. Management retains the right to recover any remuneration paid during employment in such instances.

9. Code Of Ethics And Business Conduct

a) Your adherence to the TELIOLABS Code of Ethics and Business Conduct, is vital to TELIOLABS and to your success at TELIOLABS. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the TELIOLABS Code of Ethics and Business Conduct and you are agreeing to abide by it.

b) You also agree that after commencement of employment with us, you will comply with all the HR policies listed by TELIOLABS. Additionally, from time to time, TELIOLABS will communicate



important information about its policies by way of electronic mail notification and/or the TELIOLABS intranet. By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

c) During the course of employment with Teliolabs, the employee who is working for the client, cannot directly or indirectly solicit, approach, or contact them with the intention of seeking or accepting employment or business opportunities for a period of three years.

10. Personal Data Transfer

TELIOLABS human resources information systems are consolidated and managed centrally. As a result, personal data is transferred around TELIOLABS locations worldwide and to select outside organizations that provide services to TELIOLABS and our workforce. To assure that personal data Privacy is adequately safeguarded, TELIOLABS operates internal procedures to protect the confidentiality and security of individual personal data, and TELIOLABS requires that the outside organizations we work with provide adequate levels of protection. By signing this agreement and accepting position with TELIOLABS, you are consenting to this data transfer.

11. Proprietary Information Agreement

You will be employed by TELIOLABS in a capacity in which you will or may receive confidential information, which is of value to TELIOLABS, or its subsidiaries, (hereinafter, collectively referred to as "TELIOLABS "). You therefore agree to abide by the following terms and conditions:

- a) Your employment establishes a relationship of trust regarding confidential information, termed "Proprietary Information."
- b) Proprietary Information includes software, marketing plans, financial data, agreements, and any other confidential material related to TELIOLABS.
- c) You must maintain confidentiality of Proprietary Information during and after employment, except as necessary for job duties or directed by TELIOLABS.
- d) You confirm not bringing former employer's proprietary information to TELIOLABS without authorization.
- e) You must disclose and assign all Inventions related to TELIOLABS and execute necessary documents for TELIOLABS's rights in those Inventions.
- f) Inventions made during employment are TELIOLABS's property, and you agree to continue obligations beyond termination.
- g) You agree not to engage in other business activities without written consent from TELIOLABS.
- h) Exporting technical data to regulated countries requires clearance from respective authorities.
- i) Recruiting TELIOLABS employees within six months of termination requires TELIOLABS's written consent.
- j) If employment is transferred within TELIOLABS Group, this Agreement's terms apply until a new one is signed.
- k) Upon termination, you must reaffirm confidentiality obligations upon TELIOLABS's request.



l) Return all TELIOLABS property upon termination, including Proprietary Information and company assets.

m) Breach of security or confidentiality may lead to termination, as proprietary rights are crucial to the company.

n) Full and final settlement will be processed only after recovering all TELIOLABS property including company laptop, laptop charger, mobile phones, SIM card, hard disk etc, after sixty days for your last working day

12. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with TELIOLABS.

Please send your acceptance of this offer by return mail by: **22nd November 2024**. The validity of this offer is conditional upon receipt of your acceptance and the joining on or before the respective dates mentioned herein. The hard copy of the offer will reach you in due course. On the day of your joining, you will be required to return the duplicate copy of the offer letter duly signed for our records. We induct new employees on all working days beginning at 10:00 am.

Yours sincerely

For TelioLabs Communications Pvt Ltd.



Ms. Manpreet Hill

Associate Director



DECLARATION

I, _____ agree with all the above terms and conditions of employment with TELIOLABS. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer.

Name: Yarramreddy Nagamani

Signature:

Date:



APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined TELIOLABS. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time.
2. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
3. These entitlements shall cease upon the termination of your employment with TELIOLABS. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your local HR team for details.

Components:

EARNINGS	MONTHLY	ANNUALLY
Basic & DA	INR 35,000.00	INR 4,20,000
HRA	INR 17,500.00	INR 2,10,000
Special Allowance	INR 26,794.00	INR 3,21,528
LTA	INR 4,173.33	INR 50,080
Sub Total	INR 83,467.33	INR 10,01,608.00
Medical Insurance	INR 550.00	INR 6,600.00
PF - Employer	INR 1,800.00	INR 21,600.00
Employee Gratuity contribution	INR 1,682.67	INR 20,192.00
Total Earnings	INR 87,500.00	INR 10,50,000.00
DEDUCTIONS	MONTHLY	ANNUALLY
PF Employee	INR 1,800.00	INR 21,600.00
Total Deductions	INR 1,800.00	INR 21,600.00
NET PAY	INR 81,667.33	INR 9,80,008.00

4. The Company, at any time, reserves the right to review and restructure its compensation package.
5. The net pay offered is subject to potential variance based on applicable income tax deductions.
6. House Rent Allowance- This is a part of your annual gross salary and is paid as an allowance.
7. Medical insurance deductions depend on the number of dependents covered.

Name: Yarramreddy Nagamani

Date:

Sign:

TelioLabs Communication Private Limited

Mytri Square, 2-41/11, 6/2, Gachibowli, SY35P&36, Kothaguda, Miyapur Road, Hyderabad, Telangana-500084

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