



REF#GL/12/150/2022

06-December-2022

Sridhar S
Bangalore

Dear Sridhar S

Subject: Offer of Employment with GlobalLogic India Private Limited.

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Senior Lead, Quality Assurance (TT10)** at Globallogic India Private Limited (hereinafter "GlobalLogic" or "Company"). You will be based in and work from Bangalore however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **12th December 2022**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/exigencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.
3. At the time of tendering resignation you shall be required to give two months notice in writing. Your services in the company shall be terminable by giving two months notice or Basic salary in lieu thereof as per discretion of the management.
4. This offer letter is subject to further conditions that:
 - a) Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
 - b) Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
 - c) We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
 - d) This offer is valid up to **subject to your joining GlobalLogic on or before the given joining date**.



Mailing | Pritech Park SEZ,
4th Floor Wing A & B, Block 12,
Survey No.51-84, Marathalli-Sarjapur, Outer
Ring Road, Bellandur Village, Varthur Hobli,
Bengaluru 560103 India



Registered | 207 Gupta Arcade, Plot No. 5,
L.S.C., Mayur Vihar Phase 1 Extension,
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CIN | U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GlobalLogic®

5. You will be allowed to use the Company transportation by displaying this offer letter till the official Identity Card is issued by the Company to you. Alternatively, you may bring your private vehicle Reg No. _____ to GlobalLogic's campus. The parking will be available on first come first serve basis.
6. Your confidentiality obligations are as detailed below:
 - a) You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information".
 - b) This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.
 - c) This clause is not intended to prevent you disclosing information required by or allowed by law.
 - d) This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company



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We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC at respective location**. You are requested to report to our office situated at **GlobalLogic India Limited Building 12 B, 4th Floor, Pritech Park SEZ, Survey No.51-64, Behind RMZ Ecospace, Marathahalli - Sarjapur Outer Ring Road, Bellandur, Bengaluru 560103 at 8:30 am.**

For GlobalLogic India Private Limited

Vidya Shetty
Director- People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 12th December 2022.

Date:

Signature:

Sridhar S



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Annexure – 1

Salary Structure		
Name :Sridhar S	ECODE:	
Designation:Senior Lead, Quality Assurance		
Band: 2	Grade:	TT10
WEF: 12th December 2022		
Section A - Gross Fixed Salary Break Up		
Monthly Components (In Rs.)		
Basic		147,921
House Rent Allowance		73,961
Broadband/Internet Reimbursement*		1,500
Petrol*		1,800
Driver*		-
Mobile Reimbursement*		1,000
Meal Vouchers**		2,200
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)		0
Special Allowance		65,660
Total Monthly (A)		294,042
Total Monthly Annualised (B)		3,528,504
Annual Components (In Rs.)		
LTA		
Provident Fund (As per the PF Act 1952)		21,600
National Pension Scheme~		
Total Annualised (C)		21,600
Total Fixed Annual Gross Salary (B + C)		3,550,104
Section B - Additional Benefits		
Retirals & Health Benefits (Annualized Amount)		
Gratuity		85,339
Mediclaime Insurance of Rs. 3 Lacs		18,454
Total of Section B		103,793
Total CTC (Section A + B)		3,653,897
In addition to Mediclaime, employee will be covered under below additional benefits -		
1. Group Term Life Insurance worth Rs. 15 Lacs		
2. Group Personal Accident Insurance worth Rs. 2.5 Lacs		
* On declaration and subject to bills.		
** Against Declaration & meal coupons issued upon completion of the month.		
# Against bills		
~ NPS can be availed max upto 10% of basic. Amount less than 10% of basic should be rounded off to nearest 100 value		
*** Linked to Driver and Petrol Reimbursement		
For GlobalLogic India Private Limited		
Vidya Shetty		
Vidya Shetty		
Director – People Development		



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Annexure -2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. Personal Data:

- a. Passport
- b. 8 Photographs (Passport size)
- c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
- d. Mark Sheets and Certificate of Class X & Class XII
- e. Graduation Certificate
- f. Post Graduation Certificate
- g. Mark sheets for all semesters during Graduation & Post Graduation
- h. Mark sheets and Certificates of Diploma(s)
- i. Mark sheets and Certificates of any training(s) attended
- j. Any other additional diplomas/certificates (Mark-sheets)
- k. UAN (Universal Account Number)
- l. AADHAR Card mandatory

2. Previous Employment Record:

- a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
- b. Copy of the resignation letter
- c. Salary slip/ certificate from the last employer
- d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies
Income Tax
- e. Form 16/ TDS certificate from ex-employer



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