

## Letter of Offer

29 September 2022  
Sridhar Subramani  
3/259 Sivabala Garden  
Salem, Tamil Nadu  
India

Dear Sridhar,

Welcome to the Apexon Family! We are pleased to offer you the position of **Technical Lead (Automation)** in **Band-5B** of our organization. The terms and conditions of the offer are given below.

1. Your initial place of posting will be Infostretch Corporation (India) Pvt. Ltd. (**Apexon**), Block A-B, Neptune Corporate House, B/h Rajpath Club, SG Highway, Bodakdev, Ahmedabad 380054. The business hours begin from 09:30AM onwards. Your current work location will be **Coimbatore, India**.
2. You are expected to join us not later than, **3 October 2022**, failing which we will presume you do not have interest in pursuing a career with us, accordingly, this offer will be automatically withdrawn and treated as cancelled.
3. You will be on probation for a period of three months. Based on the three-month assessment, your services will be confirmed based on review feedback and confirmation appraisal.
4. This offer of appointment is conditional and contingent to your clearance of the Reference Check and your execution of the Company's standard form of Employment Agreement, Confidentiality and Non-Disclosure Agreement.
5. This is NOT a Letter of Appointment but a Letter of Offer. The Letter of Appointment (Employment Agreement) will be issued at the time of joining.
6. The details of your Compensation and Benefits Program are enclosed for your reference. We repeat that your compensation is a confidential matter between you and the Company, and any breach of confidentiality will be treated with the utmost seriousness.
7. To complete the pre-joining formalities, you would need to submit the photocopies of the following documents:
  - a. All educational / technical certificates beginning with 10<sup>th</sup> standard
  - b. Relieving and Experience Certificates from all the previous employer(s)
  - c. Proof of last three salaries drawn.
  - d. Passport size photographs (3 Nos.)
  - e. Photocopy of Passport. (All observation & Non-blank pages)
  - f. PAN card Copy
  - g. Address Proof Copy – Ration Card, Electricity Bill, Landline Telephone Bill, Rent Agreement, Driving License

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms and conditions of employment.

**We once again would like to thank you for your interest in seeking a career with Apexon and look forward to rewarding and successful growth-oriented journey that we have embarked upon, that will benefit your career as well as our company.**

For,  
Infostretch Corporation (India) Private Limited

**Veena Joji**  
Chief Human Resources Officer

**Accepted and Agreed:**

Sign: \_\_\_\_\_

**Sridhar Subramani**

[info@apexon.com](mailto:info@apexon.com)  
[+91-79-67771222](tel:+91-79-67771222)

Infostretch Corporation Pvt. Ltd.  
Neptune Corporate House, 101-105 Block A B/H Rajpath  
Club S G Highway, Ahmedabad, Gujarat, India 380054

[apexon.com](http://apexon.com)



Annexure: Compensation Details		
<b>Name</b>	Sridhar Subramani	
<b>Department</b>	210 - Digital Assurance - Automation	
<b>Sub Department</b>	Automation Engineering - Automation Testing	
<b>Designation</b>	Technical Lead (Automation)	
<b>Band</b>	5B	
<b>Offer Date</b>	29 September 2022	
<b>Validity to Accept Offer</b>	30 September 2022	
<b>Date of Joining</b>	3 October 2022	
<b>Tagged Location (IT Asset Management)</b>	Ahmedabad, IN	
<b>Work Location</b>	Coimbatore, India	
<b>Components (A)</b>	<b>Monthly (INR)</b>	<b>Yearly (INR)</b>
Basic Salary	113333	1360000
HRA	45333	544000
Child Education Allowance	200	2400
Special Allowance	103382	1240584
Statutory Bonus	3000	36000
LTA	2500	30000
<b>Flexible Benefit</b>		
Communication Allowance	833	10000
Commute Allowance	5000	60000
Professional Attire Allowance	2500	30000
<b>Fixed Pay* (A)</b>	<b>276081</b>	<b>3312984</b>
<b>Retirals (B)</b>		
Employer Contribution to Provident Fund @ 12% of Basic or Rs. 1800/-	1800	21600
Gratuity @ 4.81%	5451	65416
ESIC *	0	0
<b>Total Retirals (B)</b>	<b>7251</b>	<b>87016</b>
<b>Total Fixed Pay (A+B)</b>	<b>283333</b>	<b>3400000</b>
#Payout subject to Company & Employee performance as per applicable Variable Pay Plan and continued employment with ICPL on the date of pay-out.		
<b>Offer understood &amp; accepted</b>	<b>I will join on</b>	



## **Annexure- Employee Benefits**

### **Variable Pay:**

Variable Pay (if applicable) is cleared twice in a year i.e. in the month of February and August for all eligible employees who have completed minimum six months with the company. It is subject to your continued employment with Infostretch at the time of pay-out.

### **Medical Insurance:**

- All the employees and their dependents (spouse, 2 children) will be covered under the Mediclaim Insurance for a family floater limit of Rs.5 Lacs.
- Separate policy available for parental insurance (voluntary) on a premium co-payment basis for the sum insured 2, 3 and 5 lacs on corporate discounted rates.
- This benefit can be claimed in case of hospitalization for more than 24 hours. Employees can avail Cashless claim settlement with network hospitals.
- Maternity expenses benefit is also provided as per this policy.

\* The above-mentioned limits are as per current policy and subject to change from time to time. Please refer policy terms for ailment capping.

### **Group Personal Accidental Insurance:**

- The employees are covered under the Group Personal Accidental insurance for Rs. 5 Lacs
- Inability to attend the work (Temporary Total Disablement) weekly compensation @ 1% of Sum Insured or INR. 5000/- per week Max up to 100 weeks whichever is lower will be paid.
- In case of Physical Disability (Permanent Total Disablement /Permanent Partial Disablement) - 50% to 100% sum insured will be paid.
- In case of Death The family of the deceased employee will receive the total sum insured as benefit
- The Insurance Policy cover - 24/7 hours on a worldwide basis including Terrorism Cover

\* The above-mentioned limits are as per current policy and subject to change from time to time.

### **Group Term Life Insurance:**

- The employees are covered under the Group Term Life Insurance for Rs. 10 Lakhs
- In case of death of an employee – his/her nominee will receive the total sum insured as benefit.
- For employees who got infected/ diagnosed with COVID-19, the risk cover will commence 45 days after the date of recovery.

### **Employee Assistance Program (EAP)**

- Infostretch in partnership with Truworth Wellness will help Infoneers prioritize their healthcare needs including mental and emotional wellbeing more effectively.
- Truworth Wellness provide confidential advice to help manage all aspects of health that may be impacting your personal and work life.
- The suite of services will be available for self and your any 4 dependents.



**Medical Check-ups:**

- Wellness sessions are being arranged and Medical check-ups by prominent service providers are been organized for the employees to enhance physical & mental well-being.

**Holidays & Leaves:****Holidays:**

- Holiday's commemorating events of national, social and religious significance are offered to employees. Apart from scheduled weekend/ earned leaves there are 8 Public Holidays every year, including two floating holidays.

**Privilege Leaves:**

- All employees will be entitled for thirteen privilege leaves.

**Sick Leaves:**

- All employees will be entitled for eight sick leaves during calendar year.

**Casual Leaves:**

- All employees will be entitled for seven casual leaves during calendar year.

**Maternity Leave:**

- All female employees who have worked with the company for not less than 80 days will be eligible for twenty-six weeks of maternity leave. Maternity leave will include all week offs, holiday coming in between the leave period. Female employees will be entitled for all the benefits as prescribed under the Maternity Benefit Act.

**Paternity Leave:**

- All male employees (confirmed employees) are entitled for 5 days paternity leave at the time of childbirth/ legal adoption or his wife undergoes pre-mature termination of pregnancy. Paternity leave can be availed only for the birth/adoption of the first 2 children. Leave must be availed within 30 days of the actual date of birth/adoption.

**Marriage Leave:**

- All confirmed employees are entitled for 3 days of marriage leave for their marriage. The leave day must include the date of marriage.

**Bereavement Leave:**

- In the event of demise of any immediate family member, every employee is entitled for three days of bereavement leaves.
- Immediate family members are defined as an employee's spouse, parents, parents-in-law, children.

**Provident Fund:**

- The Employee Provident Fund act provides social security benefit to employees. The company will contribute an amount equivalent (12% of basic or Rs. 1800 whichever is less) to employee's contribution to the fund. Employees can also opt for voluntary provident fund scheme, as per the PF regulations.



**Gratuity:**

- Apexers are eligible for gratuity on completion of 5 Years of continuous services.

**National Pension Scheme:**

- Under the NPS, contribution routed through employer is covered for tax benefit under section 80 CCD (2) (over and above 80 C limits).
- Under Corporate Model - Corporate Contribution for NPS is deducted from any flexi component of the salary and invested by the corporate as Employer's Contribution.
- The contribution can be 5% or 10% of the actual basic salary.

**Certification Reimbursements:**

- All regular employees are eligible for reimbursement of certification, as a part of the agreed and documented IDP (Individual Development Plan).

**Food Vouchers**

- The employees can avail Meal and Gift card/ wallet offered by Sodexo and Paytm. The opted amount to be deducted at actuals from month.

**Internet Allowance**

- Employees will be entitled for a monthly internet allowance of INR 1000/month till they are working from home during pandemic.

