# TPS / HR / OFFLET / 01/Sep/2019 27-Aug-2019

**Mr. Imran Khan Patan**

# 1-122, Bose Bomma Center, Tadepalli, Guntur Andhra Pradesh, 522501.

**Dear Mr. Imran Khan Patan**

**Subject:** Offer of Appointment as **“Associate ML Engineer”.**

Congratulations! We are pleased to confirm that you have been selected to work for **THE iPACS**

We are delighted to make you the following job offer.

The position we are offering you is that of **Associate Software Engineer** at an annual cost to company

**INR.9,65,400.00.** Please refer to Cost to Company details (CTC Structure) for detailed CTC structure.

We would like you to start work on **26-Sep-2019** at **10:30 AM**. Please report to Mr.Akhil, for documentation and orientation.

Please sign the enclosed copy of this letter and return it by today to indicate your acceptance of this offer. A formal letter of appointment will be issued to you on your joining.

On or before joining, please ensure to furnish the following:

* 4 Identity Card (Passport) size photographs
* Relieving and Experience documents (If Applicable)
* Address proof
* Educational credentials
* PAN and AADHAAR

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

For THE iPACS

I accept the above terms and conditions of employment in your company and shall join on DD-MM-YYYY

Authorised Signatory Signature

Anil Chanumolu Imran Khan Patan

CEO Date:

# SALARY REVISIONS, INCREMENTS AND PROMOTIONS:

Your salary increments, promotions and continued employment depend solely on your performance and contribution to the Company. The company will review your salary annually (except where notice has been served by either party to terminate this agreement).

# OTHER BENEFITS:

You are entitled to leave, holidays and working hours as applicable to your corporate grade/designation and location of posting as mentioned in the EXILANT Employee Manual or the terms and conditions of service that govern your assignment.

# WORKING HOURS:

You will be required to work for a minimum of 44 hours per week. However, the Company reserves the right to alter/change your working hours from time to time, based upon business exigencies and project requirements.

# TRANSFER:

You may be transferred in such capacity as the Company may from time to time determine, to any other location, department, function, establishment, branch, subsidiary, associate or affiliate of the Company. In the case of such a transfer, you shall be governed by the terms and conditions of service applicable to your new assignment.

# RESPONSIBILITIES:

In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of the company whether directly or indirectly.

In addition to the terms and conditions contained herein above, your employment will be governed by the “Disciplinary Policy” of the company. In case of violation of any of the terms you may be subjected to certain disciplinary actions as per the provisions of the above-mentioned policy.

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per Company policy applicable to you.

You agree that during the term of your employment with the Company, you will neither engage in any other employment, occupation, other business or activity that is directly related to the business in which the Company is now involved or later becomes involved, nor will you engage in any other activities that conflict with your obligations and full discharge of duties to the Company.

As an employee you are expected to abide by Company rules and regulations, including submitting weekly time records to your supervisor.

In connection with your employment and during the term of your employment with the Company, you shall disclose and assign to the Company as its exclusive property, all intellectual property developed orconceived by you solely or jointly with others, without limitation, and shall comply with Company policy related to Intellectual Property.

You also agree to maintain confidentiality of all confidential and proprietary information of the Company and agree, as a condition of your employment, to sign and be bound by the Company’s Confidentiality, Intellectual Property Rights, Non-Compete, Non-Solicitation and Non-Disclosure agreement.

# PERSONAL INFORMATION:

You are required to submit details about your identity, education and any other information that the Company may need prior to the effective date of your employment. In addition, the Company may need certain other personal information from you for its records. You agree to provide the Company with such information and also give your consent to the Company to share such information with thirdparties whom the Company may employ from time to time to verify the information provided by you.

You shall inform the Company of any change in your personal information within seven (7) days of occurrence of such change.

You have the option of filing a written request with the Company to withdraw your personal information from the Company’s records. The Company, however, retains the right to keep such information on its records, if it is determined that the same is required for the Employee’s continued employment with the Company.

# NOTICE PERIOD:

This contract of employment may be terminated by either party giving the other party, one (1) calendar months written notice, or salary in lieu thereof. Either party is not bound to give any reason thereof.

# TERMINATION:

Company may immediately terminate your employment under any of the following circumstances: Death: Your employment hereunder shall terminate immediately upon your death.

Total Disability: Company may terminate your employment hereunder at any time after your Total Disability. For purposes of this letter, “Total Disability” shall have occurred as of your inability to perform the duties and responsibilities contemplated under this letter for a period of more than thirty (30) consecutive days due to physical or mental incapacity or impairment.

Termination by Company for Cause: Company may terminate your employment hereunder for cause. For purposes of this letter, “Cause” shall mean any delay by Company in exercising such right to terminate shall not constitute a waiver there of.

Cost to Company details (CTC Structure)

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| **ANNEXURE - A** | | |
| **Name** | **Imran Khan Patan** | |
| **Designation** | **Associate ML Engineer** | |
|  | | |
|  | **MONTHLY GROSS** | **ANNUAL GROSS** |
| **Basic** | 35325 | 423900 |
| **HRA** | 14130 | 169560 |
| **Conveyance Allowance** | 1900 | 22800 |
| **Medical Allowance** | 1450 | 17400 |
| **Special Allowance** | 27695 | 332340 |
| **PF Employer** | 1950 | 23400 |
| **PF (-)** | 1800 | 21600 |
| **Professional Tax (-)** | 200 | 2400 |
| **Total Cost To Company** | 80450 | 965400 |

For THE iPACS

I accept the above terms and conditions of employment in your company and shall join on DD-MM-YYYY

Authorised Signatory Signature

Anil Chanumolu Imran Khan Patan

CEO Date