

Offer of Employment

Jr. Developer

Gopal Krishna Mishra, 305, Nandighosh Apartments, Komapalli-Goilundi Road, Berhampur-760004.

Dear Gopal Krishna Mishra,

Following your interview with us, we are pleased to offer you the position of “Jr. Developer” in Divami Design Labs Pvt. Ltd., subject to your acceptance of the terms and conditions contained herein.

Compensation

We are pleased to offer you an annual compensation of 3.4 Lakhs per annum (Rupees Three Lakhs Forty Thousand Only) paid in monthly installments. In addition, you will be eligible for an additional performance bonus of Rs. 20,000 at the end of completing 2 years of employment with us and maintaining a high level of performance. The detailed breakup of the compensation is available in the Annexure.

Prerequisite

You have to bring 3 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

Place of work

You will report into our office at 3rd floor, #301, Vasista Bhavan, HIG - 9A & 10A, A.P.H.B Colony, Gachibowli, Hyderabad - 500032 on/before 11th May, 2020 at 9.30 AM. Your initial place of work would be at the above mentioned office and we may also depute you to any work, or assign your services to any of our existing or future affiliates, clients or associates.

Working Week

The normal working days per week and working hours per day of Divami are from Monday to Friday and from 9.30 A.M to 6.30 P.M. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies. You can adjust your working hours on a normal working day for effective achievement of business



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CIN - U72200TG2008PTC062302

goals, along with your personal requirements. Every employee should work for a minimum of 40 hours at work (excluding lunch break) each week.

Probationary Period

You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. On successful completion of your probation, as may be judged by us, you may be confirmed, if your services are found satisfactory. Your confirmation would be communicated to you in writing.

Holidays and Leaves

Holidays would be as per the list declared by Divami from time to time.

As an employee of Divami you will be entitled to 18 days of multipurpose leave per annum. In addition, you will also be eligible for maternity / paternity leave as per leave policy of the company.

Increments and Promotion

Salary increments and promotions will be based on your performance, contribution and as per the rules and regulations of Divami relevant and applicable.

Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the company. For this purpose, you shall enter into such agreements as may be required by Divami from time to time to protect its interests.

Notice Period

Either party may terminate the employment agreement, for any reason or on convenience, by giving two months notice or notice pay in lieu of to the other party without assigning any reason whatsoever.

Divami reserves the right to terminate your employment:

- by giving two months notice or notice pay in lieu thereof, if you are negligent or irregular or inefficient in the discharge of your duties;
- with immediate effect, if you commit a breach of any of the obligations to be observed and performed by you in relation to the rules and regulations of the Company notified from time to time; with immediate effect, if you are guilty of misconduct as judged by the Company.



General Regulations

- You are expected to devote your entire working time, energy, and attention exclusively to the work of Divami, and should not take up any other direct or indirect business or work, while in employment, unless permitted in writing by the Company.
- You shall be responsible for the safekeeping of all Company property that is being used by you or left in your custody and shall upon the request of the Company, You shall be required to ensure that you shall not be sharing or using Divami's proprietary information in any media or form with non-employees of Divami or its customers; during your employment or post your employment, unless you have written permission from Divami.
- All intellectual property rights in India and abroad, for the full term of such rights, in any "work" or in any other matter conceived / created / made fully or in part by you during your period of employment with Divami, shall stand automatically an exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favor of the Company.
- You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Therefore, you agree that after completion of such deputation for duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- During your employment with Company and for a period of one year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the company. You acknowledge that any violation of this obligation may result in legal proceedings for actual damages ensued to the Company; or
 - directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of



Divami Design Labs Pvt Ltd

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the potential employment responsibilities, which may include but is not limited to, your non-compete obligations with your previous employer/s.

If you agree to these terms and conditions, kindly confirm your acceptance of our offer by signing and returning the duplicate copy of this letter for my attention within a week from the date of receipt of this letter.

We at Divami are impressed by your skills and hope that you shall help us build an even more successful Company, while developing an excellent career for yourself.

If you have any questions, please do not hesitate to call us. We welcome you to the Divami family and wish you a rewarding career over the years to come.

Yours sincerely,



Naveen Puttagunta

CEO

Divami Design Labs Pvt. Ltd.

I have read and understood the terms and conditions of the above Appointment Offer and I unconditionally accept the same without any reservations whatsoever.

Signed by:

Name:

Date:

divami
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Annexure

CTC Breakup

Components	Annual Amount (INR)	Monthly Amount (INR)
Basic Salary	136,000	11,333
House Rent allowance	54,400	4,533
Special allowance	133,280	11,107
Employer's contribution to PF	16,320	1,360
Performance Bonus*		
Gross CTC	340,000	28,333

Typical Monthly Paycheck calculations

Components	Amount (INR)
Gross Salary (of Fixed CTC)	28,333
Deductions	
Professional Tax	200
Employer's contribution to PF	1,360
Employee contribution to PF	1,360
Income Tax (TDS) (approx.)*	0
Monthly Take Home Salary (approx.)	25,413

* Performance Bonus of Rs. 20,000/- will be given at the end of completing 2 years with us.

* Income Tax Deduction is based on your specific tax situation and may vary from the approximate amounts listed.

The employee and dependents (spouse and 2 children) will be covered under the company's group health insurance scheme with an annual coverage of 5 Lacs, and the employee will be covered for Term life Insurance of 5 times Annual CTC up to Rs.30 Lakhs. Both these plans are paid for by the company in addition to the CTC.



Naveen Puttagunta
CEO

Accepted
Employee Name:
Date:

