



Techaffinity Consulting Pvt, Ltd. Ragavs, 3rd
Floor, 401, 3rd F Cross, Ramamurthy nagar,
BENGALURU, KARNATAKA 560016

Ref: LOO/TAFF1056/HR-298

Date: 05-June-2023

Neelapu Sai Lakshmi,
14-4-158, Potturivari
thota, 5th line, Guntur ,
Hyderabad, Andhra Pradesh,
India -522001

Dear Lakshmi,

Sub: Letter of Offer

On behalf of **Techaffinity Consulting Private Ltd.** (hereinafter referred as the "Company"), we are pleased to offer you the position of "**Software Development Engineer II**" based at **Bangalore**. However, the Company may require you to work at such other place or places and / or in such other capacity, as the Company may from time to time determine. This offer is subject to a satisfactory background check, the outcome of which we shall confirm to you. We believe that you are a critical hire who will help Techaffinity Consulting Pvt. Ltd. to achieve a high level of performance and are looking forward to your **joining us on or before June 12, 2023. Your work from home will start from June 13, 2023, to July 14, 2023, and you can resume in the office on July 17, 2023. There is no further extension of the WFH.**

You will be reporting to **Mr.Divakar Kandasamy**.

Our endeavor is to provide you with a satisfying and challenging work environment along with a successful growth path. We hope that our association will be a mutually satisfactory upon the following terms and conditions:

1. Salary:

Annual CTC: Your Total Annual salary will be INR **1400000/-Lakhs** per annum . The salary structure is as described in the Annexure-1, and is payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes.

You are entitled for the joining bonus of INR 100,000/-, which will be paid in two parts. 50% to be paid after resuming to the office, second part will be paid after six months from the date of confirmation. Also, you will be required to stay with the company for a minimum tenure of 12 months, if you fail to do so, or decide to part ways with us from the date of joining within 12 months, you agree to pay the full joining bonus amount to the company.

Your salary will compensate you for all hours worked. Your individual remuneration is a matter purely between yourself and the Company and has been arrived at the basis of your job, skill specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Deductions at source: All statutory requirements of tax, social security contributions [including inter alia towards "provident fund" and "employee state insurance" (if applicable)] to be deducted at source by the Company, will be complied with, by the Company, and all funds paid to you will be after all such appropriate deductions have been made there from.

2. Working Days & Leave - Workdays are **Monday to Friday**. The regular length of the working time comprises 9 hours per day. For Leaves, please refer to the leave policy in the employee handbook.

- a. Holidays: You will be entitled to Leave and holidays as applicable based on location of posting and as per the Company's policies from time to time.
- b. Maternity benefits and other statutory benefits: All benefits such as maternity and associated benefits, reimbursements, holidays, leaves, leaves during maternity etc., shall be as per the applicable Company policies that may be in effect from time to time.



3. Period of Probation:

You are appointed on a probationary basis for a period of Three months (3) starting from Date of Joining **12/06/2023** ("Probation Period"). The Probation Period is considered as an orientation period that gives you and the Company a fair opportunity to explore sustainability towards long term and mutually beneficial engagement. During the Probation Period your potential towards continuous employment, suitability for the role and conduct shall be evaluated by the Company. If during or at the end of Probation Period the Company considers that you have met the prior mentioned criteria's, the Company at its sole discretion shall have the right to notify you by giving you a notice of one month any one of the following:

- A. End of the Probation Period
- B. Extension of Probation Period (In case performance not satisfactory)
- C. Warrant of further employment

4. Increment and Promotions:

Your growth and increase in salary will depend solely on your yearly performance and contribution to the Company. Any increment in the salary will be given to the deserving employee after the annual appraisal process, which will begin the subsequent month of losing of financial year i.e., 31st March 2024 of the respective year.

5. Confidentiality:

Upon reporting to work, you may be required to execute a Confidentiality Agreement in favor of the Company and/or its customers. In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you. As an employee you will have access to the confidential information of the Company and to the valuable trade and business connections belonging to the Company, which are essential to the continued success of the Company. The disclosure of any such confidential information or exploitation of such trade or business connection otherwise, then to the benefit of the Company would do serious damage, financial and otherwise to its business. Therefore, you agree that, you shall not, without the prior written consent of the Company, during your period of employment and for a period of two years after the exit, whether alone or jointly with, or as principal, partner, agent, director, employee, or as consultant, directly or indirectly be engaged, in any executive or technical capacity, in any business concern which shall be in competition with any of the businesses carried on by the Company as on the date of exit, for whatever reason.

6. Data Protection:

You agree to the Company holding and processing your personal data for the purposes of your employment, the Company's business and administrative purposes. The Company also reserves the right to monitor use of its resources, including use of email, Internet and the Company's intranet.

7. Company Property:

On request and/or on termination of your employment (at the latest) you are required to return to the Company all company property including any company credit or charge cards, mobile phone and laptop (if applicable), your security pass and/or keys, computer, laptop plus hard and software (including discs), data in any form and all documents in whatever form (including notes and minutes of meetings), customer lists, diaries, address books, computer printouts, plans, projections, Publicity material, brochures, price lists together with all copies (irrespective of by whom and in what circumstances such copies were made) which were in your possession or under your control

8. Intellectual Property Ownership:

You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising therefrom, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which originally vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same. If you conceive or make or are involved in developing any such idea, invention, design or discovery and any intellectual property rights arising therefrom, you will immediately disclose all information concerning the same to the Company (but otherwise keep the same confidential) and at the Company's request assign (and do everything necessary to assist in the assignment of) your intellectual property rights in the same in any jurisdiction worldwide to the Company without receiving payment. You hereby agree to enter into a detailed intellectual property assignment



agreement, with Company and/or its customers, when requested by the Company.

9. Deductions:

You agree that the Company may deduct from your pay (including leave encashment, pay in lieu of notice) any amounts, which are owed by you to the Company (including any loans, travel allowance, travel advance, relocation assistance, training agreement amounts etc.).

10. Retirement Age:

You shall retire in the normal course from your services of the Company on attaining the age of superannuation that is on the first working day following your 58th birthday.

11. Termination/ Notice Period:

We hope your association with us will be a long one. However, this association may be terminated by either party by giving 1 month notice during Probation period or 2 months after confirmation of services. However, the Company shall have the option, in its sole discretion, to make your termination effective at any time prior to the end of such notice period as long as the Company pays you the basic salary to which you are entitled up to the last day of such notice period.

Incase you choose not to serve notice period you will have to pay the notice salary amount to Techaffinity Consulting Pvt. Ltd. At the sole discretion of the Company, you may cease your employment without serving notice period, by paying your salary amount to the Company in lieu of such notice period.

Notwithstanding the above, in the event of willful neglect of your duties, breach of trust, gross indiscipline and any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it seems fit and without any notice pay whatsoever. You shall, (following notice of termination of your employment) cooperate fully with the Company in all matters relating to the completion of your pending work and the orderly transition of such work to such other employees as the Company may designate.

12. Travel:

You may have to undertake travel on Company's work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

13. Transfer:

Your services are liable to be transferred in such a capacity as the Company may deem fit from time to time in and outside India. The Company reserves the right to transfer you within or outside India, department, function, establishment, or branch of the Company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors, and you shall agree for such transfer. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

14. Medical Fitness:

By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment, that (1) prevents or hinders you from performing your assignment effectively or (2) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

15. Background Check:

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, the Company shall be entitled to terminate your employment without notice or compensation in lieu thereof.



16. Conflict of Interests:

You are required to engage yourself exclusively in the work assigned by Techaffinity and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Techaffinity Management. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at the discretion of the Company.

17. Change in Personal Data: You will keep us informed in writing of any change in your residential address, your civil status, and educational Professional Qualification, so as to keep all records updated and accurate at all times. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or through e-mail or sent by registered post to you at your address, as recorded with the company.

18. Statement of Facts:

It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, any information furnished by you in your application or during the selection process is found to be incorrect /false/ misleading, and/or if it is found that you have suppressed any material information in respect of your qualification or past experience, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company reserves the right to terminate your services anytime without notice or compensation in lieu thereof. It has been made clear to you on the date of joining of the company, you will not be under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this employment or which might or will prevent or restrict you wholly or in part, from performing the duties herein.

19. Policies and Practices:

The employment terms contained in this letter are not exhaustive and are subject to company policies. You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/ rescind from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.

20. Other Conditions:

- a) All Company policies are available on the Company Share drive by a link provided to the employees. You are advised to go through these policies and strictly adhere to them.
- b) Violation, non-compliance or breach of any of the Company policies and regulations shall be considered as serious misconduct and dereliction of duty, which can call for immediate termination of employment.
- c) In case you are sent on training by the Company at its own cost in India or abroad, you undertake to sign a separate undertaking that you will serve the Company for a minimum period of one year on such terms & conditions as per the Company policy prevailing at that time.
- d) The Company expects you to work with a high standard of initiative, efficiency and economy.
- e) You will be responsible for the safekeeping and return in good condition and order all the property of the Company which is in your possession, use, or custody. You shall make good of any loss or damage that occurs to any Company property which is in your possession/ custody.
- f) You will be true and faithful to the Company in all your accounts, dealings and transactions relating to the business of the Company and if called upon, shall render a true and just account thereof to the Company or to such persons as shall be authorized to receive the same.
- g) Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provision of this letter shall continue in full force and effect.



h) You are required to report to the Techaffinity office Bangalore on 01st June'21, the offer stands withdrawn thereafter, unless the reporting date is extended and communicated to you in writing. Please ensure that you reach the office at the designated time for the joining formalities.

Once again, we welcome you to the Techaffinity family and look forward to a long & mutually beneficial association.

Yours sincerely,

For Techaffinity Consulting Private Limited

Accepted

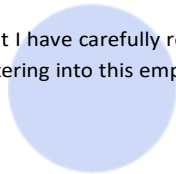
sailakshmi

Jenitta

**Jenitta S.
Managing Director**

**Name:
Date**

I acknowledge that I have carefully read and fully understood and accept all the contents of this employment letter and that I am voluntarily entering into this employment. I understand that I am required to sign this employment letter as a condition of my employment.



Annexure- I- Salary Stack Up Sheet

NAME	Lakshmi N	
DESIGNATION	Software Development Engineer II	
COMPONENTS	MONTHLY	ANNUAL
Basic Pay**	58,333	700000
House Rent Allowance**	29,167	350000
Dearness Allowance**	800	9600
ESIC	0	0
Special Allowance**	26,567	318800
Employer PF Contribution*	1,800	21600
GROSS SALARY / CTC	116,667	1400000

*Applicable as per the government norms.

**As Per Company Policy.

The details of your compensation are confidential information. The sharing/disclosing of this information with any other individual will be viewed seriously by the Company. Hence, please comply with the same.

TOTAL DEDUCTIONS: Professional Tax (PT) OF INR 200, PF, Tax Deducted at Source (TDS) as and if applicable.

Sign



Jenitta S.
Managing Director

Accepted



Name:

Date:

