

**Date: 25 September 2025**

**Name of the Student: Sabeswaar**

**Name of the College: Rajalakshmi Institute of Technology**

### **Letter of Intent to Hire.**

**Dear Sabeswaar,**

Congratulations! We are pleased to inform you that you have successfully cleared our campus hiring process for the role of "Analyst – SAP Sergeant" at Kaar Technologies India Pvt. Ltd. This Letter of Intent serves as confirmation of our intention to offer you employment upon successful fulfilment of the terms outlined below.

#### **1. Internship Engagement**

##### **a) Internship Tenure & Learning Stipend:**

A mandatory internship training program for a period of six months will be provided during which you are entitled to receive a learning stipend of ₹5,000 per month for the first three months of the internship and ₹10,000 per month for the next three months.

##### **a) Working Days & Hours**

During your internship, you are expected to follow the company's official working hours and calendar, reporting Sunday to Friday (6-day week) from 9:30 AM IST to 6:30 PM IST.

Upon successful completion of the internship and confirmation as a Full-Time Employee, your working days will shift to either Monday to Friday or Sunday to Thursday (5-day week), depending on project allocation. Working hours will be determined based on the project and region, and we kindly emphasize that candidates must remain flexible to work in general or night shifts as required to meet business needs as well as to ensure seamless support for our clients across time zones.

During your time of internship your working hours will be governed by the learning & development team. Any deviation from assigned schedules, including leave, must be pre-approved by the Learning and Development Team.

##### **b) Work Location**

Your initial reporting location during the internship period will be communicated at the time of onboarding by the HR team. Upon successful completion of the internship, your work location may be changed, and you could be required to relocate to any of Kaar Technologies' office locations. This is subject to change based on project and region allocation which may be offshore or onsite.

#### **2. Internship Training & Assessment**

As part of your onboarding at Kaar Technologies, you will undergo a structured training and assessment program throughout the internship. This program is designed to equip you with the technical, functional, and professional skills necessary to excel in your role as a Full Stack Techno-Functional (FTF) Consultant. This rigorous training and assessment framework is aimed at empowering you to contribute effectively to high-impact SAP projects from day one.

The program will consist of the following components:

##### **a. Structured Training Program**

You will undergo a comprehensive instructor-led training curriculum that includes:

SAP Full Stack Techno-Functional (FTF) Enablement: A comprehensive training program designed to develop both the technical and functional dimensions of SAP implementation and support.

The curriculum includes in-depth learning on front-end technologies (UI5, Fiori), back-end components (ABAP, BTP), and core functional modules such as SD, MM, and FICO etc.

**Project Management Essentials:** Introduction to industry-standard project management methodologies and best practices followed at Kaar Technologies, viz. KTern which is a Project governance platform for Digital transformation.

**Domain-Specific Knowledge:** Industry-specific functional insights relevant to our customer base, such as manufacturing, retail, public sector, etc., will be imparted to provide a business context.

**Behavioural training:** This module is designed to build the soft skills and professional behaviour expected from a consultant in a global enterprise environment. Key focus areas include effective communication, teamwork, email etiquette, time management, adaptability, a growth mindset, and proactive learning.

#### **b. On-the-Job Learning**

In addition to classroom training, you will gain practical experience through shadowing opportunities and hands-on assignments. You will be supported by assigned mentors who will provide guidance and constructive feedback throughout your learning journey.

#### **c. Periodic Evaluation**

Your performance and progress will be evaluated through four levels of assessment, including Portal Projects, FTF assignments, FTF online evaluations, and a final assessment will be conducted by Module Leads to determine your overall readiness for project deployment.

#### **d. Training Completion**

Your successful completion of the training program will be a prerequisite for confirmation of employment. Based on your performance, if expectations are met or exceeded, you will be onboarded as a Full Time Employee. In case of partial fulfilment, training duration will be extended training. In case of persistent underperformance, Kaar Technologies reserves the right to withdraw the employment offer.

### **3. Full Time Employment**

a) Upon successful completion of the 6-month internship and academic requirements, you will become a Full Time Employee (FTE) with Annual CTC of ₹6,50,000 (Rupees Six Lakhs Fifty Thousand only), subject to statutory deductions (see Annexure A).

b) Following your conversion as FTE, you will undergo a probation of 6 months. During this probationary period, your performance will be continuously evaluated to meet the business goals. Confirmation of employment will be based on satisfactory performance during the probation period. In case of underperformance or policy non-compliance, the probation period may be extended, or the offer may be revoked at the discretion of Kaar Technologies.

d) **This Full Time Employment offer is valid only if our academic educational eligibility criteria is satisfied.** Discrepancy to meet the prescribed qualifications will result in withdrawal of the offer.

### **4. Internship training guidelines**

**Active participation:** Engagement in all training activities, including discussions, group tasks, and assessments, is essential.

**Punctuality and Attendance:** You are expected to be punctual for all training sessions, meetings, and evaluations. Any unexcused absence or repeated lateness may affect your standing in the program. Leaves must be pre-approved with valid reasons.

**Virtual Training Etiquette:** During virtual sessions, your video must be kept ON, and professional attire is required. You must also use the official virtual background template and ensure a distraction-free environment.

**Classroom Discipline:** During sessions, mobile phones must be kept silent, and distractions be avoided. Please ensure a clean and disciplined environment, both physically and virtually.

**Training Material Usage:** Training materials are confidential and must not be shared or reproduced. Academic integrity must be upheld, and dishonest practices such as plagiarism will invite strict disciplinary action.

### **5. Workplace guidelines**

**Corporate Attire:** You are expected to present yourself in a clean, professional, and well-groomed manner during all working hours, including training sessions. Dress code must be adhered to during both virtual and in-person engagements. A detailed Workplace attire policy will be explained by the HR during your time of onboarding.

**Noise Etiquette:** In shared workspaces, maintain a quiet environment. Phones should be on silent, and audio content must not disturb others.

**Professionalism and Integrity:** You must maintain professionalism and integrity throughout your time at Kaar Technologies. Adherence to company policies, including confidentiality, is essential. Misconduct or any behaviour that may harm the organization's reputation will result in disciplinary action.

**Inclusivity:** Our workforce is culturally and linguistically diverse. You are expected to treat everyone with dignity and cultural sensitivity, regardless of background.

**Respect for all Roles and Hierarchies:** Treat every team member with equal respect, regardless of their role or title. All communication must be respectful and inclusive. To express your concerns, you should follow the hierarchy.

**Responsible Use of Resources:** Office equipment, digital platforms, and shared spaces must be used responsibly and thoughtfully.

**Ethical Behaviour:** You are expected to act with honesty, fairness, and transparency. Any unethical behaviour must be reported through appropriate channels without fear of retaliation.

**Zero Tolerance for Harassment:** Harassment, bullying, or exploitation of any kind is strictly prohibited. Kaar Technologies has a zero-tolerance policy for such behaviour, and violations will result in serious disciplinary action.

**KaarTech Values:** You are also expected to uphold the core values of Kaar Technologies such as discipline, collaboration, humility, and accountability throughout the training.

## 6. Internship Equipment & Office Assets

Interns must use their personal laptops with stable internet for all training and project-related work. You are solely responsible for its upkeep and security. Kaar Technologies is not liable for any damage or data loss. Company-provided software/tools are to be uninstalled at the end of the internship unless you join as a full-time employee.

## 7. Leave Guidelines

a) Internship period: During the internship, interns are eligible for paid leave for academic requirements such as exams, internal assessments, and project reviews. All leave must be pre-approved by the Learning and Development Team and should be communicated well in advance. Sick leave may be availed with valid justification and timely intimation.

b) Post-Confirmation as Full-Time Employee: As FTE, you will be eligible for leave entitlements as per Kaar Technologies' HR policies. This includes earned leave, casual leave, sick leave, public holidays, and other statutory benefits. A detailed policy will be explained by the HR Team during the time of your Full-Time onboarding.

## 8. LOI validity & acceptance

This Letter of Intent (LOI) is valid for 7 (seven) working days from the date of issuance, within which you must formally confirm your acceptance via email. Acceptance includes acknowledging the LOI terms, uploading mandatory documents listed in Annexure B, and completing any additional verifications as guided by the HR team. Please note that this offer is conditional and may be modified, deferred, or revoked based on business needs, academic performance, internal approvals, or discrepancies in submitted documentation. Your official date of joining as interns with instructions will be communicated separately by the HR team through email. Failure to complete the acceptance process within the stipulated timeframe may lead to automatic cancellation of the offer.

After successful completion of your internship, offer letter will be released and the DOJ as full time employee will be disclosed by the Human Resources Department which is subject to business requirements and market conditions.

## 9. Document Submission:

You are required to submit all the necessary documents as outlined in Annexure B – Document Checklist at the time of onboarding. This checklist provides a comprehensive list of mandatory documents to be submitted for verification and record purposes. Please ensure that all documents are complete, accurate, and submitted in the specified format to avoid any delays in the onboarding process.

## 10. PAN–Aadhaar Compliance & Declaration

You are required to ensure that your PAN is duly linked with your Aadhaar as mandated under Section 139AA of the Income Tax Act, 1961. Failure to comply may result in your PAN becoming inoperative, leading to higher TDS/TCS deductions, ineligibility for Form 16, denial or delay of tax refunds, delayed salary or reimbursement processing, and other financial implications. Kaar Technologies shall not be liable for any such consequences arising from non-compliance. By accepting this Letter of Intent, you acknowledge this statutory requirement, authorize Kaar Technologies to deduct TDS/TCS at higher rates if your PAN is inoperative, and agree to resolve any non-compliance promptly. You further agree to indemnify and hold Kaar Technologies harmless against any claims, losses, or penalties arising from your failure to comply with PAN–Aadhaar linkage requirements.

## **11. Confidentiality & NDA**

As part of our onboarding formalities, you will be required to sign a Non-Disclosure Agreement (NDA) and a Proprietary Information and Inventions Agreement on your date of joining. These agreements are designed to safeguard the confidentiality of the company's sensitive information and to protect any intellectual property developed during your association with the organization.

Please note that both agreements are legally binding and will remain in effect even after the conclusion of your employment, ensuring continued protection of the company's proprietary data and assets.

A detailed NDA document outlining the terms and conditions will be shared with you by the HR team during the onboarding process.

## **Compensation Structure Details:**

The details of your Compensation Structure are given below:

**Basic-** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA-** 50% of basic would be paid to employees towards HRA. Tax exemption can be availed on this compensation as per the rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA)-** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay** – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

**Provident Fund** – Provident fund will be governed as per the statutory act.

**Gratuity** – Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance:** – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 300000/-** per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents' in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims are for parents, parents' in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-

## **ANNEXURE A**

<b>Name:</b> Sabeswaar
<b>Designation:</b> Analyst
<b>Grade:</b> K1

<b>Compensation Structure (₹)</b>	<b>Annual</b>	<b>Monthly</b>
Basic	2,60,000	21,667
HRA	1,30,000	10,833
Corporate Attire Allowance	20,000	1,667
Work from Office Allowance	60,000	5,000
Flexi Benefit Allowance	1,39,400	11,617
<b>Gross Salary</b>	<b>6,09,400</b>	<b>50,783</b>
Employer's Contribution to PF	21,600	1,800
Gratuity	12,500	—
Medical Insurance	6,500	—
<b>Annual Cost to Company (CTC)</b>	<b>6,50,000</b>	<b>—</b>

## Document Submission – Annexure B

As part of the onboarding process, you are required to submit all necessary documents as detailed in Annexure B – Document Checklist. These documents are mandatory for verification, record-keeping, and compliance purposes.

You must ensure that all submissions are complete, self-attested, and provided in the format specified by the HR team. Failure to do so within the stipulated timeline may impact your onboarding status or result in withdrawal of this Letter of Intent.

The required documents include, but are not limited to, the following:

**. Academic Documents:**

- a) X Standard Marksheets
- b) XII Standard Marksheets
- c) Undergraduate Semester Mark Sheets (till date)

**. Personal Documents:**

- d) Updated CV/Resume
- e) Duly filled Personal Information Form (as shared by HR)

**. Government ID Proofs:**

- f) PAN Card (Mandatory for compliance and payroll)
- g) Aadhaar Card (For identity verification and background check)

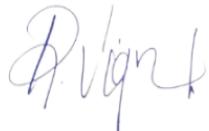
**. Additional Certificates (If Any):**

- h) Technical certifications, internship letters, or other relevant credentials that support your academic and professional profile

Original documents may be requested for verification during or after onboarding. Additional documents may also be required based on client or project-specific guidelines

**For Kaar Technologies India Pvt. Ltd.,**

**I accept the above terms and conditions.**



**Vignesh Ramesh Kumar**

**Head of Human Resources.**

**Candidate Signature**

**Date of Joining**

