



Refer to: BP/AT  
File ref.: HRD-2  
Date: 24 Sep 2018

Ms. Rajashree Achyut Joshi  
C01, Shivraj Complex  
Behind Vaibhav Theatre  
Hadapsar, Maharashtra - 411028  
India

Dear Ms. Rajashree,

### LETTER OF APPOINTMENT

I have the pleasure to inform you that you have been appointed as a Product Developer in exclusive employment at ABS Professional Services (India) Pvt. Ltd. This appointment is effective on the date you report for duty at ABS PSPL office. (Please confirm)

#### 1. REMUNERATION

Your salary and benefits will be as follows. Additionally, a copy of the CTC is also enclosed in Annex A of this Letter.

Base Salary	Rs. 301,200 per annum. 1/12 of this total amount will be paid monthly.
Housing Allowance	Rs. 10,040/- per month.
Commutation Allowance	Rs. 7,800/- per month.
Special Allowance	Rs. 19,300/- per month.
Leave Travel Allowance	Equal to one month's base salary per annum, prorated in case of a partial year of employment. 1/12 of this total amount will be paid monthly.
Medical Allowance	Rs. 24,000/- per annum. 1/12 of this total amount will be paid monthly.
Hospitalization Expenses	Covered under Existing Group Medical Insurance Plan in India.

Please note that in accordance with applicable law, applicable amounts will be deducted from your base salary and contributed to your Provident Fund account, along with a matching contribution from ABS. Salary shall be paid on the 25<sup>th</sup> of each month unless it falls on a Sunday or public holiday in which case it will be paid on the last working day prior to the 25<sup>th</sup>.

You will also be covered under the ABS India Employees' Group Gratuity scheme managed by the Life Insurance Corporation of India and will be entitled for the benefits as per prevailing rules and regulation of the scheme.

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## **2. RESPONSIBILITY**

You are to report to Anupam Sharma, Product Developer III, IMS in Pune and/or any personnel appointed by him in work duties.

## **3. WORKING HOURS**

You are required to work 40 hours per week; working hours will be between 09.30 am and 06.30 pm. It is at the discretion of your supervisor to determine the best coverage for his department. You are entitled to one hour of lunch break every day. You may be required to work beyond the normal working hours to discharge your duties. You are required to observe any change of time schedule that ABS PSPL may decide upon to conform to operation requirements. ABS PSPL reserves the rights to amend the working hours and overtime policy at its sole discretion from time to time.

## **4. PROBATION**

As a new employee, your first three (3) months will be an introductory period. This time allows us to properly evaluate you in your position and it allows you to evaluate ABS PSPL. During the probation period, employee are not allowed to take leave otherwise your probation period will be extended.

During the probation period either party may terminate the employment by giving one (1) month prior notice and without the need to provide a reason. In aforesaid case, the company will intimate you in writing regarding the termination. If no such communication is received by you from the company at the end of the probation period, your employment with the company shall automatically stand confirmed from the end of your probation and no separate confirmation letter will be issued to this effect.

## **5. ANNUAL LEAVE**

All ABS PSPL employees are entitled to a period of twenty-eight (28) working days of paid annual / privilege leave (inclusive of 12 Days of Casual/Sick Leave) during each calendar year, on a pro-rata basis based on number of completed days worked that year.

Approval of annual / privilege leave request is subject to the approval of your immediate Supervisor and the Managing Director.

## **6. TERMINATION**

You should remember that your post-probation employment with us is for no set period of time and may be terminated by you or us at any time with two (2) months' notice. Consuming of annual leave during notice period is not allowed unless approved by Managing Director.



## 7. EMPLOYEE NON-DISCLOSURE AGREEMENT

During the course of your employment with ABS PSPL., you will have access to certain confidential and proprietary information of American Bureau of Shipping. You will not, at any time, without the written consent of an authorized signatory of the company, disclose, divulge or make public except on legal obligations, any information regarding company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your employment or otherwise.

## 8. GENERAL TERMS AND CONDITIONS OF SERVICE

Under no circumstances are you allowed to accept directly or indirectly any present, bonus or honorarium of any sort from any person or persons, firms or companies with whom your duties with ABS PSPL brings you into contact, and any violation of this instruction will subject you to instant dismissal. You are employed in the exclusive service of ABS Professional Services (India) Pvt. Ltd. and must not undertake any other employment or occupation without ABS PSPL Management's prior written consent.

## 9. THE OFFER OF THIS POSITION IS SUBJECTED TO:

- a) You successfully completing and clearing a pre-employment physical examination. We have attached a pre-employment physical form for your use. Cost for this physical examination is to our account.
- b) Producing all the necessary valid and true copy of Identity Card/Passport, Education, Training and Professional Qualification certificates before commencement of employment.
- c) Satisfactory Reference and/or Background checks.

Please indicate acceptance of this appointment and your willingness to comply with all the conditions noted in this letter by signing the statement in the following page.

Very truly yours,  
**ABS Professional Services (India) Pvt. Ltd**

Lewis Roger  
HR Director  
Eastern Hemisphere

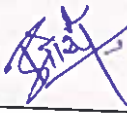


### ACKNOWLEDGMENT AND ACCEPTANCE

I accept appointment as a Product Developer I in India to the ABS Professional Services (India) Pvt. Ltd., and I will comply with the conditions of employment contained in this letter.

I will commence employment on 12-NOV-2018.

Your Employee Number will be issued to you when you commence work.

  
ACCEPTED BY:  
RAJASHREE ACHYUT JOSHI

24-SEP-2018  
DATE:



Annex A  
PRIVATE AND CONFIDENTIAL

**Name: Rajashree Achyut Joshi**

**Position: Product Developer I**

	New Employer (CTC)	
	Monthly	Annual
	INR	INR
Base Salary	25,100	301,200
House Rent Allowance (HRA)	10,040	120,480
Commutation Allowance	7,800	93,600
Special Allowance	19,300	231,600
Leave Travel Allowance	2,092	25,100
Medical Allowance	2,000	24,000
<b>Total Salary</b>	<b>66,332</b>	<b>795,980</b>

<b>Other Perks:</b>		
Gratuity Contribution @ 8.33% of Basic paid in Jan. every year to LIC (Fund Managers)	2,091	25,090
Provident Fund (Company Contribution) @ 12% of Basic paid to P.F. office every month	3,012	36,144
Covered under Group Medical Insurance Plan in India for Self & Dependents		25,000
		<b>86,234</b>

<b>Gross Compensation (CTC)</b>	<b>882,214</b>
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Very truly yours,  
**ABS Professional Services (India) Pvt. Ltd**

Lewis Roger  
HR Director  
Eastern Hemisphere