



Ref ID: Ref-SMST-2154

Date: 18 January, 2019

Appointment Letter

Emp. Name: Nayeni Anil

Address: H.No. 1-313/1/1, Indira Nagar, Narsampet, Warangal-506132, Telangana.

Subject: Your Appointment Letter as "Associate Software Engineer" and terms & condition in Swiss Mobi Software Technologies Private Limited.

Dear Anil,

We welcome you to **Swiss Mobi Software Technologies Private Limited** and are pleased to confirm your appointment for the position **Associate Software Engineer** under the following terms and conditions:

1. Date of Joining:

- You are appointed as **Associate Software Engineer** in **Swiss Mobi Software Technologies Private Limited**, effective from **06 February, 2019**.

2. Place of Work:

- Your initial posting will be at our **Swiss Mobi Software Technologies Private Limited** located in **Hyderabad**. Your place of work may be changed to any other location to address business/client requirements as directed by the Company.
- You may be required to visit the client site within or outside India.

3. Remuneration:

- Your annual fixed CTC will be **Rs. 366,000/- P.A**

Salary Particulars	Monthly (Rs.)	Annually (Rs.)
Basic Pay	15,250.00	183,000.00
House Rent Allowance	6,100.00	73,200.00
Transport Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	6,300.00	75,600.00
Fixed Component	30,500.00	366,000.00
Incentive (Annual)*		0.00
Total Cost to Company		366,000.00





4. Working Hours:

- Your working hours will be **10:00 am to 6:30 pm** as per the current company policy. The company observes a five day's work week.

5. Probation Period:

- You will be on a probationary period of 3 months from the date of joining. The period which may be extended at Company's discretion based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

6. Work Conduct:

- During your employment with the Company, you shall devote your best efforts to promoting the Company's (and of any other relevant affiliate and/or business associate of the Company) business.
- You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
- You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation, or activity, whether as a principal-agent or otherwise which will be detrimental whether directly, to the Company's interests.
- You will be bound by the Code of Conduct, and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulations, policies et al, were part of this appointment.

7. Training:

- You will be imparted training on the job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

8. Disclosure of Information:

- You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment.





9. Confidentiality:

- All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Company) – concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
- You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or divulge any information or data, without prior consent of an authorized officer of the Company.
- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegated to you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit or the benefit of any third party, either during the term of your employment or thereafter.
- This clause applies during the employment and continues for 24 months after expiry or termination of employment. Failure to adherence to this clause will invite legal action by the Company.

10. Notice Period & Termination:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one Month or payment salary in Lieu of thereof.
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.





11. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy.

12. Expenses:

- The company shall reimburse all your reasonable expenses incurred in the performance of your duties as specified above upon submission of receipts. The laid down claims procedure must be followed you will be entitled for reimbursement of mobile phone expenses on actual per company policy.

13. Return of Company Property:

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

14. Other:

- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non- competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.





Swiss Mobi

Software Technologies Private Limited



Mezzanine 2, 2-41/11, Survey No. 35P&36, Beside Barbeque Nation, Kothaguda Cross Road, Hyderabad - 500084.

15. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **Swiss Mobi Software Technologies Private Limited** family and trust we will have a long and mutually rewarding association.

Yours faithfully,


Pallavi Peddinti
HR Manager
Human Resource Department
Swiss Mobi Software Technologies Private Limited

ACKNOWLEDGEMENT: I am pleased to accept the job offer along with all the terms and conditions noted aforementioned in this offer letter. I will report to the office on 06 February, 2019.

Name : _____
Signature : _____
Date : _____



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