



YOU NAME IT, WE MAKE IT

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Date: 27, July 2022

To: Rahul Kumar

Dear **Rahul Kumar**,

**Agrello Techservices Private Limited** is pleased to offer you the full-time position of "PHP Web Developer" effective from **Aug 1<sup>st</sup>, 2022**. This is a permanent position. This offer is contingent upon the successful completion of all background verification and reference checks.

The probation period is for Three Months from the date of your joining office. On completion of Three Months, you become eligible to be confirmed as a **WEB DEVELOPER** subject to your continued excellence in performance during the probation period.

You are required to join the services of the Company on **Aug 1<sup>st</sup>, 2022**. We shall appreciate your confirmation of acceptance of the above offer by the joining date.

**Other terms and conditions of employment are as follows:**

1. Salary (On a cost of company basis):

Your salary at the cost of the company (CTC) is Rs. 300490/-. The details are enclosed in Annexure 1. Please note that it is necessary to keep the salary information confidential at all times.

2. Place of work:

You shall be currently based out of Bangalore, but will serve the company or any of its subsidiaries or associate companies in any location within or outside India. You will be automatically be governed by the policies and service condition applicable to the new location. We offer work from home facilities due to covid regulations and reporting to an office required

if needed.

### 3. Variable Pay:

You are eligible for the variable pay from the date of joining depend on your performance and the company policy. Please note that you must be on the rolls of the company and not serving your notice period to be eligible for the variable pay.

### 4. Probation period:

Your employment is subject to a probation period of 3 months starting from your date of joining. You are required to conform to the company's specific performance standards for the probationary period. The performance standards will relate to the duties and as well as the expectations for conduct and suitability to the workplace. Where, at any stage of the probation period, if your performance, conduct and/or suitability does not meet the performance standards, the company can terminate this relationship of employment with a written notice of one week. Upon completion of the probation period, employees are implicitly converted into full time employees and all the terms of this offer letter continue to hold as full time employees.

### 5. Working Hours:

You will be required to adhere to the working hours of the company, and /or/ in extended working hours required by the company on performance deliverables.

### 6. Alternative Employment:

Your position is a full-time employment with us and you shall devote yourself exclusively to the business of the company. You will strictly adhere to the following conditions:

- That you shall not perform any freelancing or consulting work during our employment with us from or outside Agrello Techservices Private Limited. premises, whereby you may earn or receive, directly or indirectly, money or profit, from any vendors / company / service provider of the company / supplier / any external agencies.
- That you shall not provide services similar to those provided by you to the company (including as an independent Contractor, Employee, Consultant, Principal Employer, Joint Venture, Director, Partner, Trustee, Beneficiary) directly or indirectly for any person or entity.

- However, any work you render to a charitable institution, not done for remuneration, can be carried on with the prior approval of Directors.

7. Increment and Promotions. Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increment and promotion will be based on the company's compensation and promotion policy notified from time to time.

#### 9. Separation & Notice Period:

- Either the company or you may, at the time of termination of this agreement, in written by giving 60 days' notice period or in lieu thereof, a sum equal amount or pro-rated amount of the salary which would be accrued to you during the period or remaining period of notice. Notwithstanding the above, the company may at its discretion relieve you from such date as it deem for even before the expiry of your notice period.

- On termination of this contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, equipments etc. belongs to the company and you shall not make or retain any copies of these items and continue to be bound by the terms of agreement.

10. Termination: The company has rights to terminate your employment without notice if:

- there's a breach of any of your duties and responsibilities under your employment agreement.
- you exhibit misconduct that contravenes the express or implied condition of your employment.
- you are charged with any criminal offence which is prejudicial to the interest of the company
- your performance is not found satisfactory.

#### 11. Professional responsibility:

- Code of Conduct – If at any time in our opinion, which is final in this matter, you are found

guilty of dishonesty, disobedience, disorderly conduct, absent from duty without permission or any conduct considered by us detrimental to the interest of the company, your service will be terminated without any notice and you will be not eligible for notice pay.

- Background Verification – Your employment is subject to background verification in line with the company's policy. If the background check reveals false claims, you will be liable to disciplinary actions including termination of service without notice.
- You are required to comply with the company's policies, which shall be notified to you at the time of joining.

### 13. General:

You will keep us informed of any changes of your residential address or civil status. Prior to commencement of your employment, you and the Company shall together execute an Employment Agreement detailing the terms of your employment with Agrello Techservices Private Limited. Since you would have access to confidential information of not only the Company but also other confidential information of our clients, you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement. Thank you for participating in our selection process. We sincerely wish you a rich and rewarding career at Agrello Techservices Private Limited.

### **Confidential**

Non-acceptance before the above stipulated date shall make this offer void and shall disqualify you from re-appearing for an interview with the Company for a minimum duration of 6 months.

Attached here is the Annexure 1 which lists but is not limited to, the regulations of the company that you are expected to follow.

### **Annexure I**

1. We operate on a 6-day working-week. Our normal working hours are between 09:30 AM and 07:00 PM including lunch break. There would be situations where you are expected to be

flexible to work additional hours as per business needs. You can avail Flexible time option during such situations when working 4 hours as additional hours beyond the normal time on any given day.

2. You will be on probation for an initial period of 3 months from your date of joining, after which you are eligible for confirmation. During this probation period, you are required to give a notice period of 2 months in the event of your resigning from the services of the company. However, the notice period will be 2 months after confirmation as PHP Developer on completion of your probation. During probation, you are not entitled to take any leave of absence.

3. Further, this employment can be terminated by the Company by serving you a 3 months' notice, during the period of probation and employment.

4. If you are found in situations leading to disciplinary misconduct or very poor performance leading to customer discontent the termination can be immediate.

5. During the term of your employment you are expected to adhere to the service conditions of the company that are in existence and framed by the company.

6. All rewards and increments will be based purely on your performance on the job and your contribution to the company.

7. You are not permitted to accept any gifts of value from the clients directly or indirectly in money or kind unless approved by the management of the company as appropriate.

8. You are expected to sign on the attendance log on the days of your presence in the office. Non entry in the attendance log will be treated as absence and will lead to loss-of-pay which will be deducted on a pro-rata basis.

9. We do not have a work-from-home policy and thus you are expected to attend office on all working days, unless deemed necessary by the work situation and authorized by your appropriate reporting authority.

10. You are entitled to 12 days of casual leave during a Financial year (April through March) on confirmation as PHP Developer. The casual leaves will be credited at the rate of 1 day per month if you are with the company at the start of the financial year, else credited on a pro-rata basis every month. You are eligible to only avail the casual leave that has been awarded to you.

11. You cannot accumulate over years of employment, more than 24 days of casual leave within a financial year. The excess days will automatically be credited into your salary account or given to you during the start of the Financial year.

12. The company holidays will be fixed by the company's management and intimated to you.

13. As part of your work assignments you will come across confidential material and details about projects, organization circulars of confidential nature, you are expected to maintain confidentiality as applicable. Any breach of confidentiality can lead to an appropriate action taken by the Company leading even to termination from services. You are expected to hand-over to the company any code, design, documentation that you write/wrote towards the work assigned to you. Any innovation and implementation of idea during your tenure at the company are deemed property of the company.

14. In addition to holding confidential information, you will not directly or indirectly engage in services with any of our competitors/customers/any other organization with remuneration while at service with the Company.

15. You will be required to observe the rules and regulations applicable to all employees of the company.

16. This offer letter is a confidential document and you are expected not to share it as-is or the contents in this document with anybody else.

17. The Company reserves the right to relocate you to any location or work centre where we have operations or to our customer locations, based on business needs at that point of time.

Particulars	Annual	Monthly
(A) Fixed		
<b>Basic &amp; Dearness Allowance</b>	151200	12600
<b>House Rent Allowance</b>	60480	5040
<b>Special Allowance</b>	30240	2520

Laptop & Internet Allowance	24000	2000
Fixed Salary	265920	22160
<b>(B) Variable Pay **Performance Based</b>		
Performance Incentive - 1	18615	1550
Performance Incentive - 2	15960	1330
Total Variable Pay	34570	2880
<b>(C) Deductions</b>		
Professional Tax	2400	200
<b>(D) Benefits</b>		
Medical Insurance	6000	
CTC (Cost to Company)	300490	25240
Quarterly Bonus	Variable between up to 20% based on the quarterly performance	
Overtime	Additional 20 Hrs. of works per week with up to 30% additional salary will be provided based on the company requirements and negotiable based on complexity and employee efforts.	

In acceptance of the above rules and regulations, you are requested to sign a copy of this letter and return to the signed copy to HR staff at the company.

By signing your acceptance below you also confirming that you have never been convicted by the law either within India or anywhere else globally and do not have any pending legal proceedings in your name with the law within India or anywhere globally.

We Wish You a Very Best Career at Agrello Techservices Private Limited.

Thanking You,

I hereby agree to the terms and conditions of employment of Agrello Techservices Private Limited.

**Authorized Signatory,  
Prathepa JK,  
HR & Marketing Manager,  
Agrello Techservices Private Limited.**

**Acceptance Signature & Date  
Rahul Kumar**