

**Date: 05 April, 2022**

To,

**Mr. VADDE SIVAIAH**

#3-41, Chandrapalli, Peapully, Kurnool,

Andhra Pradesh Pin Code : 518221

**Subject: Offer Letter**

Dear Mr **Vadde Sivaiah**,

We take great pleasure in informing you that we have formalized your association with us for our Enterprise vertical with effect from **April 11, 2022** at **Bangalore**, subject to the following terms and conditions:

1. During this period you will perform the role of a **Application Developer** for NexionPro Services LLP in the Professional Services vertical; details about service assignment would be provided to you by NexionPro Services LLP.
2. You will be permitted to use resources (such as database, pc's etc) provided to you by the company, only for the purpose of discharging your duties for company's work. Any unauthorised usage of company material will result in immediate termination of the Offer Letter.
3. You hereby authorize NexionProServices LLP. to make all payments required to be made to you by NexionProServices LLP. including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account. The payout will be made latest by 10<sup>th</sup> of the following month.

5. In addition to the terms contained herein, your relationship with NexionPro Services LLP. may be subjected to such other additional terms and conditions as may be communicated to you from time to time in writing by NexionPro Services LLP and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which will be shared once on-boarded.

6. The probation period would be 6 months from starting date of our association.

7. NexionPro will be working 5 days a week (Monday to Friday). In addition to this 2<sup>nd</sup> and 4<sup>th</sup> Saturday will also be a full day working day. You will be expected to attend office – except travelling on business – during normal working hours, with an hour for lunch, and to work such other hours as may reasonably be required to complete your business duties. However as per the need of the business requirement, you will be required to be available to full fill.

8. Notice Period: 3 month notice period from your side and 1 Month Notice from our side is applicable

Your contract may be terminated by NexionPro, giving notice in writing for one month or payment of retainer fees in lieu thereof. The aim of this clause is to minimise unnecessary disruption of business. NexionPro Services LLP, reserves the right to terminate your engagement on grounds of policy, misconduct or unsatisfactory job performance.

9. Absence for a continuous period of five working days without prior approval of your superior, (including overstay of leave/ training), can lead to your services being terminated without notice or explanation.

10. Your work contract will automatically cease on attaining the age of 60 years.

## Whilst engaged

- You will not be permitted to engage in any external activities of a commercial nature without prior written approval.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your superior and others authorised by the management team to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
- Except on the proper course of your engagement, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your engagement with the firm is deemed to be confidential.
- You confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between NexionPro Services LLP and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
- You agree to defend, indemnify and hold NexionProServices LLP harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
- Any dispute between you and NexionProServices LLP. shall be referred to a sole arbitrator appointed by NexionProServices LLP. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Gurgaon, Haryana India. This Engagement Letter shall be governed by the laws of India.

- **Consultant** need to perform Services for **NexionPro's Client** and / or its Clients and / or its business partners.
- **Client** reserves the right to modify the scope contained in the SOW. **Consultant** shall execute the SOW as per the terms of the Client.
- Travelling Expenses or Out-of-pocket Expense or before taking up any additional work related travel the employee must take prior approval from **Client** and **Nexionpro** for appropriate reimbursement. Expenses if made any which is not a part of agreed terms over compensation will not be borne by NexionPro.
- During the period of the deployment, **Consultant** shall be subject to the administrative control and disciplinary rules of **NexionPro's Client** and/or its Clients/Business Partners, as the case may be, which would cover, among others, working hours, holiday list, and security regulations appropriate to the place of deployment, suspension and termination rules, etc.
- **Consultant** shall at all times will remain the employee of NexionPro, and shall not claim any privileges enjoyed by Client's own personnel, or claim automatic absorption into Client's rolls by virtue of their association with the Client in performing various Services.
- **Consultant** should deliver to Client the completed Services or developed products ("**Deliverables**") appropriate to each SOW.
- If the **Consultant** would like to withdraw from the deployed project, **Consultant** has to serve 30 days advance notice to NexionPro.
- **Consultant** should return all the Property, which the Client has handed to him/her at the time of Joining or during the course of work.

Any intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your engagement with or without notice or compensation.

Upon separation from the Company on account of termination of contract, you need to immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this offer are intended to be kept strictly confidential. We welcome you and wish you every success in your association with NexionPro Services LLP.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Offer Copy in token of you having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 5 days from the date of offer, your assignment at NexionPro Services LLP stays cancelled and offer withdrawn.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For NexionProServices LLP.**

**Accepted By**

Deepika Singh  
**Director-HR**  
**NexionProServices LLP**

**VADDE SIVIAH**  
Date: 05 April 2022

We welcome you and wish you every success in your association with NexionPro Services LLP.

ANNEXURE (Private & Confidential)			
Name	VADDE SIVAIAH	Role	Consultant
Location	Bangalore	Date	April 05, 2022
Payment Components		(All Figures in INR.)	
Components		Monthly	Annually
Monthly Salary		15,000	1,80,000
Travel Allowance		NA	NA
Monthly Incentive Structure		NA	NA
TotalSalary		15,000	1,80,000

## Annexure – 1

**Submission of Documents:** You need to scan all the original documents and upload in the link provided to you by the offer team. At the time of joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

1. SSLC/ 10th Mark Sheet
2. PUC/PDC/+2 Mark sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Passport size photographs - 4
11. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
12. Last 3 months pay slips- immediate previous employer
13. Copy of salary revision or the offer letter (whichever is latest) - immediate previous employer
14. Experience letters of all previous employments
15. Copy of updated resume

**Pls note:** Joining formalities will not start if any of the applicable documents are missing on the day of joining.