



## Offer / Appointment Letter

June 5, 2014

To,  
Mr. Harsha Vardhan Reddy Thallem  
Devusaamudram,  
Pullampeta, Kadapa  
Andhra Pradesh 516107

Dear Harsha Vardhan Reddy Thallem,

We have pleasure in appointing you as 'Build and Release Engineer' in our organization, Rite Tech Solutions, effective from 'June 09, 2014' on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Salary revision

Your salary will be reviewed in general on April month of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. Posting & Transfer

Your initial posting will be at "Chennai". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. Probation:

You will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.



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**5. Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

**6. Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

**7. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

**8. Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

**9. Past Records**

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

**10. Retirement**

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

**11. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving two



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Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

## 12. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,  
For Rite Tech Solutions



Rahath Ayaan  
Sr.Manager - Human Resources



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## ANNEXURE 'A'

### COMPENSATION DETAILS (Salary & applicable benefits)

a) Remuneration

	Rupees Per Month	Rupees Per Year
Basic	10,846.00	130,152.00
House Rent Allowance	5,423.00	65,076.00
Conveyance	802.00	9,624.00
Medical	1,250.00	15,000.00
Other Allowance	4,880.00	58,560.00
Leave Travel Allowance	5,965.00	71,580.00
<b>Gross Salary</b>	<b>29,166.00</b>	<b>349,992.00</b>

b) Retirals

i. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.

ii. You will be entitled to gratuity in accordance with the rules governing such payment.

c) Leave

You will be entitled to privilege, sick and casual leave as applicable to your category of employees.

Note:

It is expected that individual compensation package would not be shared with other employees.

The above compensation structure is subject to change without affecting emoluments adversely.

Applicable tax would be borne by the employee.

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)



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