Date: 28th July 2014

Ref: MIIT/CHE/037/14-15

**Mr.Kannan Kirubakaran**4,Nitheeswaram kovil streetKaraikal - 609605

**Subject: Offer of Employment**

Dear **Mr. Kannan Kirubakaran,**

We have great pleasure in offering you an employment in our organization as **Software Developer –**

**Trainee.**

The offer document has 3 parts, **Annexure I** describes the details of your job, **Annexure II** details yourremuneration package and **Annexure III** spells out the terms and conditions of your employment.**Mr. Kannan Kirubakaran**, we at Maruthi Infrastructure and Information Technology, is impressed withyour credentials. We look forward to you joining us and expect your efforts to play a key role inachieving MIIT's goals. We are confident that we will be able to present you with an exciting andchallenging career with commensurate rewards.

We welcome you to the MIIT family and wish you every success in your new assignment.Cordially,

For **Maruthi Infrastructure and Information Technology,**

**Jayaprakash**

**Manager - Operations**

**Annexure l - Job Responsibilities & other related information:Date of Commencement of Employment:**

Your employment will commence with effect from your joining duties on or before: 30th July 2014.

**Place of Work:**

Your base of operation will be at our site at Chennai. However you are liable to be transferred from onejob to another or from one location to any other location at the companies' option or to any one of thecompanies' subsidiaries or associates or clients currently or in the future. In such case, terms andconditions of service applicable at the new location will automatically govern you.

**Designation and Responsibilities:**

You are designated as **Software Developer – Trainee** in Maruthi Infrastructure and Information

Technology, Chennai. Your Chief will delegate all responsibilities that may be given to you from time totime.

You will conduct yourself in such a manner in all your dealings, that you and the company are perceivedby its clients and the public at large to be professional and fair in all its dealings. You will also provide themanagement with information reports on all facets of the activities of your area of responsibilities on aregular basis.

**Annexure ll - Compensation Package for Mr. Kannan Kirubakaran:**

You will be under training period for 3 months and based on the efforts and competency the salary willbe fixed. On successful completion of the probation period (6 months) and based on the performance,you will be regularized.

**Annexure lll - Terms &Conditions:**

This agreement made on this : 28**th July 2014,** between **M/s. Maruthi Infrastructure andInformation Technology,** No 94, Pillaiyar Kovil Street, Facing to Valluvar Street, Jafferkhanpet, Chennai -600 083 ( hereinafter called the "company") and **Mr. Kannan Kirubakaran** (hereinafter called the"Employee").

In consideration of the mutual covenants herein mentioned the parties agree as follows:

 During the term of employment here under the employee will devote his / her full time during

business hours and use his / her best efforts in furtherance of the business of the company.

 You are eligible for annual increment and the quantum of such increase will depend on your

performance during the preceding year.

 While on probation for 1 Year, either side may terminate this agreement by giving 30 days notice or 30 days gross salary in lieu of notice. Upon confirmation of services either side may terminate the appointment by giving 30 days notice or three month gross salary in lieu of notice.

 At the request of the company, the employee agrees to assist the company in every proper way to obtain for its own benefit patents / copyright for discoveries, inventions or improvements are to remain the sole property of the company whether patented / copyrighted or not.

 All inventions and work products conceived or developed by an employee of Maruthi Infrastructure and Information Technology during the employment with Maruthi Infrastructure and Information Technology, either in India or in any foreign country will remain the sole intellectual property of Maruthi Infrastructure and Information Technology. No employee may duplicate or otherwise copy any software developed in house or removes it from the company premises for any purpose unless specifically called to do so in the course of his / her duties.

 Because of his / her employment in Maruthi Infrastructure and Information Technology the employee will have access to trade secrets and confidential information about the Company, its products, its customers, its services and it methods of carrying out its business. In consideration of his / her access to this information, the employee agrees that for a period of 5 years after termination of his / her employment, he / she will not disclose such trade secrets or confidential information.

 The employee shall not during the period of employment or even after the period of employment has ceased, divulge or communicate to any third party, without consent of the company, any trade secrets, trade knowledge, discoveries, inventions, computer programs and other information relating to business of Maruthi Infrastructure and Information Technology, obtained from or conceived by the company with reference to all lines of work in the company.

 The Company strongly condemns the illegal duplication of software for which it has purchased the license for use. It is highly illegal to make copies or distribute copies of copyrighted software for any use without authorization. The only exception is the employee's right to make backup copies for archival purposes, which should not leave the company premises. Employees are also not allowed to bring in personal software for his / her use in the office premises. If it is done, this will call for severe disciplinary action and possible termination of services.

 During your employment, the company at its discretion may assign you to different locations within India and may depute you to go abroad to attend to business requirements. In such case the company would inform you of such travel 10 days in advance and you would be required to undertake the travel, failing which, your services are liable to be terminated without any notice. The details of such assignments including reimbursement of necessary expenses will be communicated to you before your proceeding on such assignments.

 You will be required to sign a service agreement before proceeding on an "Overseas Assignment" to serve the company for a predetermined period of time. The duration will depend on the nature of assignment - training, system study etc. In case of Breach of this agreement member will be required to pay liquidated damages. Details of this agreement will be given at the time of joining.

 The company reserves the right to alter or modify its working hours or to increase them so as to require you to work up to forty-eight hours in any week or up to nine hours on any day. This isa position of continuous responsibility and does not entail payment of extra time or overtime.

The offer letter is enclosed with duplicate copy. You are requested to sign the duplicate copy of the offerletter in acknowledgement of your having accepted the terms and conditions.

The duplicate copy should reach the HR Department within 3 days from the date of issuing of the offerletter failing which this offer will stand automatically withdrawn.

I have read, understood and accept the above terms and conditions of employment. As desired, I shall

join service w.e.f. ………………………………………….

Employee Name: **Kannan Kirubakaran**

Signature :

Date :