

Offer Letter

Doc.Code:	GLX_HR_TEM_OfferLetter		
Version:	4.2	Effective Date	10/29/2021
Contact	HR Team	Email	galaxeindiahr@galaxe.com

OFFER LETTER

Private & Confidential

Ref:

Dated: 6th Sep, 2022

Ms. Atla Rajitha Sree

1-4-64, Rail Peta, Bapatla, Guntur, AP-522101

Dear Atla Rajitha Sree,

In continuation to our various discussions we are pleased to offer you an Employment with GalaxE.Solutions India Pvt. Ltd, as Associate Developer. This is the beginning of a long and rewarding career with GalaxE.Solutions.

Your joining date is tentatively 3rd July, 2023; within the second week of May 2023, you will receive a follow-up email with a confirmed start date and additional details. Please arrive at 9:00 AM on your first day of employment at the following location to complete onboarding work and new hire orientation. Any change in your employment start date is at the sole discretion of the Company.

GalaxE.Solutions India Pvt. Ltd.
1st Floor, Voyager Block,
International Tech Park Ltd.,
Whitefield Main Road,
Bangalore – 560066, INDIA.

Compensation and Benefits

- a) Your Annual CTC (Year 1) is Rs. 500,090/- p.a. For detailed breakup please refer to Annexure 1. The salary would be applicable from the date of joining which is tentatively 3rd July, 2023.
- b) GalaxE offers wide-range of Employee benefits and for more details please refer to Annexure 2.
- c) You will be required to enter into a training contract with the company. The contract terms would include 36 months commitment from your side. You will be liable to pay to the company ₹ 150000/- as training fees if you wish to leave the company within the 36 months period.



Place of Work

Your place of posting will be Bangalore, however, based on the business needs you may be transferred or expected to travel to any of our offices in India and/or Internationally(Overseas).

About Galax E Solutions India Pvt Ltd.

GalaxE.Solutions India Pvt. Ltd

GalaxE.Solutions an ISO 9001, CMMI level 3 Company has been honored as 2012 Technology Company of the Year by Automation Alley, Michigan's largest technology business association. **GalaxE.Solutions®, Inc. (GalaxE)**, is an industry leader in designing and deploying business processes and supporting systems that enable clients to transact and share information across internal networks and the Internet, targeting Business results, competitiveness and efficiency.

With state-of-the-art delivery centers throughout North America, Europe, and Asia, GalaxE.Solutions leverages its expertise in professional technology, staffing, and managed services to deliver quality solutions for the most demanding business and user requirements.

GalaxE.Solutions is headquartered in Somerset, NJ; with offices located in Detroit, MI; Bangalore, Noida, and Hyderabad, India; Toronto, Canada; London, United Kingdom; and Guangzhou, and Shanghai, China. For over a decade GalaxE.Solutions has provided end-to-end technology-based solutions to the Fortune 1000 with a focus on the Healthcare, eCommerce, Retail and Finance industries.

GalaxE.Solutions is an innovative, reliable and passionately customer focused Organization. The corporate work culture is open, transparent and is in harmony with the Organizations vision and goals. We foster and maintain a culture of innovation. The environment is very exciting, with high levels of motivation and recognition, facilitating faster career growth. We empower every team member to make a positive difference.

Employee Experience to the Power of GalaxE

At GalaxE.Solutions, people make all the difference. Every Employee is considered a valuable asset. We are an innovative Organization with constant focus on the growth and achievement of all of our Employees. We start with a proven road-map for creating a high performing Organization by hiring top performers from across the industry and the globe. Every Employee is hired because they are one of the best at what they do- we call them Game Changers. Once on board, we nurture each Employee as an individual person with the goal of providing a successful, growing career. The open and transparent work culture collectively boosts each of us towards the next level of competition and customer choice. Our people-centric approach provides a level of challenge and opportunity that most companies will never reach.

At GalaxE.Solutions, we are constantly on the lookout for high performing, self-motivated, and dedicated candidates to develop and deliver next generation solutions catering to the diverse IT needs of our prestigious clients.

EpEx (Employee Experience) 2013 is an initiative by GalaxE to enhance Employee experience.



The objectives of this initiative are

- Make GalaxE a Great place to Work
- Create an environment in which Employees are empowered
- Deliver exceptional value to the client
- Increase client satisfaction
- Grow the firm as an industry leader

Through this initiative GalaxE aims at creating work life balance for its Employees

Our Core Values

- Deliver Excellence – Exceed expectations
- Build Trust – Through honesty, accountability, transparency & accessibility
- Be a People Person – Treat everyone with high dignity and respect
- Create Value – Create and constantly deliver more value
- Innovate – Dream, Innovate, Create
- Own it – Take Ownership

Work Environment:

We are committed to total customer satisfaction and strive together to deliver top-quality, custom-fit solutions for our clients. The excellent relationship we enjoy with our clientele stems from the robust work environment. We strive to maintain high standards of integrity and reliability in all our interactions and this directly translates into a highly inspiring work environment.

There is a strong focus on Employee-friendly policies and a competitive total rewards philosophy that raises our Employee benefits, compensation, and programs to innovative heights of excellence. Our compensation packages are incessantly measured against industry standards and are structured to attract and retain a highly skilled workforce. We also provide on-site work opportunities and L & H1B visa sponsorship's.

Employment Terms

Probation Period

You will be on probation for a period of six months from the date of joining. Your Employment will be confirmed automatically at the end of this period without any further communication (written or verbal). However, if there is any change, the same will be communicated on or before the end of this probation period.

Notice Period/Termination:

The written notice required for termination of Employment will be 3 months' notice from the Employee's side and 1 month notice from the Employer's side

The Company reserves the right to terminate the Employment, if the Employee is prevented from performing his/her duties on account of Employee's continued ill-health.



Notwithstanding any other term of this letter, the Company shall have the right to terminate the Employment forthwith without any notice or payment in lieu of notice on disciplinary grounds in case of Employee's proven gross misconduct, or for contravention of any of the Policies, or in the event of the Employee being held guilty of any crime or any other act involving moral turpitude, or for breach of any material provision of this Agreement

In the event of the termination of the Employment, the Employee shall immediately (i) return to the Company all documents and any copies thereof and all Confidential Information and other property/material of whatsoever nature belonging to the Company in his/her possession related to and connected with the business and the affairs of the Company, and (ii) pay to the Company all amounts, if any, that become due from the Employee to the Company under this Agreement. Upon termination of Employee's Employment the Employee shall obtain clearance from the relevant person(s), department(s) on production of which alone the Employee's dues, if any, will be cleared by the Company

Absence for a continuous period of five days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation except in situations where the employees is in a medical emergency for self.

Leave

Annual Earned leave: Employees are entitled to paid leave of twelve (12) working days in one calendar year.

Holidays: Employees are entitled to ten (10) days of paid public holidays in one calendar year. Further, the Employee shall be entitled to avail such other holidays, including those on weekends, which may be specified by the Policies.

Casual Leave: Employees are entitled for 6 days of Casual leaves every calendar year. This category of leave cannot be encashed or carried forward i.e. they will lapse at the end of each calendar year

Medical Leaves: Employees are entitled for 6 days of Medical leaves every calendar year. This category of leave cannot be encashed or carried forward i.e. they will lapse at the end of each calendar year

Working Hours

Total working hours per week is 48 hours. The general working hours will be 9.00 a.m. to 6.30 p.m. Monday to Friday, with 30 minutes lunch break. However, the start and end timings are subject to change as per the business requirements.

Retirement

All Employees of GalaxE.Solutions will retire from the services of the Company on reaching the age of 58 years.

Past Record



If any declaration or information furnished by the Employee to the Company proves to be false or misleading in any respect or if the Employee is found to have wilfully suppressed any material information, the Employee's services shall be liable to be terminated by the Company forthwith without assigning any notice or compensation whatsoever.

Employment duties

GalaxE.Solutions hereby employs the Employee and the Employee accepts such Employment in the capacity **Associate Developer** at **Bangalore** to perform the Job Description on the terms and conditions set out herein. The Employee agrees that depending on Company's business requirements the Job Description may be modified by the Company from time to time. The Employee shall also perform such other and unrelated services and duties as may be assigned to him from time to time by the Company.

The Employee shall be bound by and shall comply with all policies, standards and regulations established by the Company from time to time (as the same may be amended by the Company), and shall perform his/her duties and responsibilities faithfully, diligently, and to the best of his/her ability with due care and caution.

The Employee shall direct his/her best efforts to promote the interests of the Company, its operations and all its activities.

The Employee shall operate out of the Company's facility at ITPL Bangalore and shall work for such hours as may be reasonably required for the proper discharge of his/her duties.

The Employee shall not take advantage of any business opportunity of which the Company or any of its subsidiaries or affiliates may be considering taking advantage of, or have decided to take advantage of, or may take advantage of, if presented with the opportunity nor shall the Employee derive any advantage or benefit in any other manner except for and on behalf of the Company and with its knowledge.

Intellectual Property Rights

All computer software, programs, inventions, designs, improvements, or processes, which the Employee may make or devise either alone or jointly with others during the term of this Agreement, pertaining to the operations or business of the Company, and arising out of the work or responsibilities performed by the Employee under this Agreement and all intellectual property therein (collectively "Intellectual Property") shall belong exclusively to the Company and the Employee shall neither have nor be entitled to make any claims in respect thereto.

For the purposes of above, the Employee shall promptly disclose and deliver to the Company all information and data in his/her possession, necessary to facilitate and impart a full and complete understanding of the Intellectual Property. The Employee shall also assist the Company in every way, without any charge but at the cost and expense of the Company, in obtaining protection for said Intellectual Property in India and other countries.



The Employee hereby confirms and agrees that the Company is and shall be the sole and exclusive owner, whether by virtue of an assignment, transfer or otherwise, of all present and future Intellectual Property accruing to the Employee in any manner and in all material written or devised by the Employee pertaining to the operation or business of the Company and resulting from or arising out of any work which the Employee shall have carried out pursuant to his/her Employment and of all rights of action for damages for infringement of the Intellectual Property. The Employee irrevocably and unconditionally undertakes and confirms to execute, upon receipt of a request from the Company to that effect, all necessary and adequate documents to confirm the same.

The Employee understands that for the Intellectual Property to vest in the Company as envisioned by above, he may be required to make an assignment of the Intellectual Property by execution of appropriate and adequate documents. The Employee hereby assigns to the Company all present and future Intellectual Property which may accrue to him in any manner and in all material written or devised by the Employee pertaining to the operation or business of the Company and resulting from or arising out of any work which the Employee shall have carried out pursuant to his/her Employment and also assigns all rights of action for damages for infringement of the Intellectual Property.

The Employee hereby irrevocably and unconditionally waives any and all rights under any law, in any jurisdiction, in and to any and all Intellectual Property written, created or devised by him whether solely or jointly and pertaining to the operation or business of the Company and resulting from or arising out of any work which the Employee shall have done pursuant to his/her Employment with the Company.

To the extent that the Employee intends to use any third party proprietary software ("Third Party Software"), the Employee must identify in writing the proposed Third Party Software to the Company and obtain written approval of the Company prior to the use of such Third Party Software. If such prior written approval is provided by the Company, the Employee represents and warrants that he has good and clean title to use the Third Party Software and that Employee is not infringing upon any patents, trademarks or copyrights or violating trade secrets or other confidential information in using such software. The Employee hereby grants to the Company or its customers, all rights the Employee has to use such Third Party Software, and, to the extent possible, an irrevocable, non-transferable, royalty-free license to use the Third Party Software. If the Company or its customers must obtain a license from such third party to use or distribute the Third Party Software, the Employee agrees to use the Employee's best efforts to obtain such a license on behalf of and for the Company or its customers. If the Company does not provide written authorization to use the Third Party Software, the Employee shall not use the Third Party Software in rendering its services to the Company or its customers.

To the extent that the Employee intends to use any proprietary software developed by the Employee ("Employee Software"), the Employee must identify in writing to the Company and its customers the Employee Software, and obtain written approval of the Company prior to the use of the Employee Software. If such prior written approval is provided by the Company, the Employee represents and warrants that he has good and clean title to use the Employee Software and that Employee is not infringing upon any patents, trademarks or copyrights or violating trade secrets or other confidential



information in using the Employee Software. Further, Employee agrees to hereby assign to the Company or its customers all rights, title and interest to the Employee Software. If desired by Employee and only if Employee made such prior disclosure and obtained prior written consent from the Company, Company or its customers shall provide a non-exclusive, non-transferable, royalty-free license to the Employee to use the Employee Software, however, such use shall not compete with the Company's or its customers' use of the software. If the Employee does not disclose the Employee Software to the Company and its customers, or if the Company does not provide written authorization to use the Employee Software, the Employee shall not use the Employee Software in rendering its services to the Company or Client. If the Employee uses the Employee Software without obtaining any prior written consent by the Company, Employee agrees that such Employee Software will be considered Intellectual Property and treated in accordance with the provisions of this Clause.

The Employee represents and warrants that the disclosure of the Third Party Software or the Employee Software and its use by the Company or its customers, subject to the conditions mentioned above, will not in any manner result in infringement or violations of any rights vested in any third party including such third party's proprietary rights or rights to intellectual property. In the event of any breach of this provision of this Agreement, the Employee agrees to defend, indemnify and hold the Company harmless from and against any and all liabilities, claims or demands whatsoever (including expenses, court costs and reasonable attorneys' fees related thereto) that may be asserted against the Company or its customers by any person or entity by reason of breach by the Employee of the provisions of this Clause

The Employee acknowledges and agrees that his salary includes compensation for the assignment to the Company of all intellectual property rights with respect to the Intellectual Property, as provided in this above

Confidentiality:

As used in this Agreement, the term "Confidential Information" shall mean all non- public tangible and intangible information relating to the Company or its business, affairs, dealings or operations or the Company's customers or their business, affairs, dealings or operations that is disclosed to the Employee, that the Employee produces, or that the Employee has acquired, or hereafter acquires during his Employment with the Company. Confidential Information shall include by way of illustration and not limitation, the following:

- (a) Any information concerning the business accounts or finance plans or strategies of the Company or of any other entity which is the customer of the Company;
- (b) Any report or research commissioned by or on behalf of the Company or any of its respective clients, in connection with the business or affairs of the Company or any of its respective clients;
- (c) all Intellectual Property including trade secrets, know-how and confidential transactions of the Company;
- (d) all marketing, product development and business plans of the Company and all customer names and lists;



- (e) all product design and manufacturing information, and all methods, processes and techniques of doing business; and
- (f) any other information which may be termed confidential by the Company and whose dissemination may seriously compromise and jeopardise the business interests of the Company, which has or may have come to his knowledge during the continuance of this Agreement.

Unless and until such information:

- (i) Is voluntarily disseminated by the Company to the public;
- (ii) Becomes part of the public domain through lawful means and not as a result of a breach of this Clause; or
- (iii) Is required to be disclosed by law.

Save as may be required by law, the Employee shall not, during the period of his Employment with the Company or thereafter for a period of 3 years, use or attempt to use, divulge, communicate or exploit any Confidential Information, directly or indirectly, partially or in whole, under any circumstances or by any means, to any third person without the prior express written consent of the Company. The Employee shall not, during the period of his Employment with the Company or thereafter, directly or indirectly, copy, transmit, reproduce, summarize, quote or make any commercial or other use whatsoever of any Confidential Information, except as may be necessary to perform his duties as an Employee of the Company hereunder.

The Employee agrees and confirms that all Confidential Information is and shall remain the property of the Company at all times and that the Employee shall keep the Confidential Information in secure condition and render all assistance required by the Company to prevent and safeguard against improper use of the Confidential Information.

The Employee acknowledges and agrees that the salary includes compensation for his/her obligations in this.

Medical fitness & Accuracy of the testimonials and information provided

This Offer Letter and its continuance are subject to your being and remaining medically (physically & mentally) fit. If so required, GalaxE.Solutions (I) Pvt. Ltd. may get this confirmed by GalaxE.Solutions (I) Pvt. Ltd.'s Medical Officer or the Medical Practitioner approved by "GalaxE.Solutions (I) Pvt. Ltd."

The offer is subject to Accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

DECLARATION

I, _____ accept this offer of Employment with GalaxE.Solutions and agree the terms and conditions outlined in this letter.

Name : _____

Signature : _____



Date : _____

ANNEXURE 1

Compensation Details:

Name: Atla Rajitha Sree		Date of Joining: 3rd July, 2023
Designation: Associate Developer		Location: Bangalore
Components	INR (Rs.) per Month	INR(Rs.) per Annum
Gross Salary	37,620	451,440
Food Voucher	750	9,000
Provident Fund (Company Contribution)	1,800	21,600
Gratuity	--	10,550
Medical Insurance	--	7,500
Annual CTC:	--	500,090

Gratuity: Gratuity will be payable in line with the statutory provisions, upon separation from the company, subject to completion of minimum of five years of Employment with GalaxE.Solutions.

Taxation: Taxation will be governed by the income tax rules. The company will be deducting tax at source as per income tax guidelines.

- a) Your indicative annual CTC for year 2 can be up to Rs.7.5 LPA*
Your indicative annual CTC for year 3 can be up to Rs.11 LPA *

*** Based on performance**

ANNEXURE 2

House Rent Allowance:

To avail tax benefit on this amount you have to submit rent receipts once a year to the finance department.

Medical Insurance: Company offers comprehensive medical insurance which includes total of 4 lacs coverage for the employee, spouse, children, parents or parents-in-laws.

Leave Travel Allowance

This is part of your annual gross salary, which will be reimbursed against actual bills within the specified limits, subject to availing Indian Income Tax regulations.

Food Coupons



Extra Food coupons can be availed by the Employee for the tax benefit. Food coupons are distributed within 10th of every month in respective locations by finance department.

Provident Fund

Company offers effective PF plan for the Employees. This tax saving is applicable when you choose to opt for additional contribution from your end.

Conveyance allowance

For the comprehensive benefit of the Employee Conveyance allowance is provided for the Employee who extends their stay beyond working hours for work. Similarly, for the Employees who works on Sundays and National (GalaxE) Holidays. Cab facility is provided for the Employees who work late hours.

Food Allowance

The Employee avails the benefit of food allowance for extend of stay beyond working hours to meet their dinner expense. Similarly for the Employee who work on Saturdays, Sundays and National (GalaxE) holidays.

Others elements: Professional literature, T &D, Telephone/Mobile bills etc.

Pre-joining Formalities

As it has been explained to you during the interview stage, we may do a pre-joining background verification, which would cover your educational qualification, personal verification, place of stay (address) and job experience (other than your current job as mentioned in your application). For this purpose you would be required to provide us with the necessary documentation. Our Background Verification Team would contact you in due course to guide you through the pre-joining background verification process. For any queries related to pre-joining formalities you can email to srajaiah@galaxe.com.

Document Checklist:

Please submit one set photocopy of all the documents mentioned below:

- Photocopy of Educational certificates and all semester mark sheets
- Two recent passport size photographs
- Passport copy
- Pan card copy
- Documents supporting existing/previous visas & overseas travel

We feel you will make a substantial impact upon the future direction and success of our Company. We look forward to your joining us

Please feel free to contact Mamatha Bandam on phone +91-80-41429677 for any clarifications or assistance related to compensation and benefits and Sam Rajaiah on phone +91-80-41429734 for any clarifications or assistance related to Pre Onboarding documentation.



Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

For GalaxE.Solutions India Pvt. Ltd.

A handwritten signature in black ink that reads 'Sangeeta'.

Sangeeta Bharat
Associate VP - Recruitment