

SEED /HR / IRC / AP /324

June 22,2012

Mr. Vishal Gadade
Pune

APPOINTMENT LETTER

Dear Vishal,

Please refer to your application and the subsequent interview with us.

We are pleased to inform you that you have been selected by us for the position of **“Sr.Software Test Engineer”** with **“Grade- E”** in **“IRC”** on the following general terms and conditions of employment.

1. You will join the employment on or before **26th June 2012** and your current job location is **Pune**.
2. Your emolument/ pay package are detailed in Annexure “A” annexed hereto.
3. The Management reserves the right to change the total emoluments package, at its own and sole discretion, at any point of time in future.
4. Your appointment will be on probation for **6 Months** during which period, particularly, your performance will be observed to determine your suitability to the Company. On satisfactory completion of this period, you will be absorbed in the regular employment of the Company. In case your performance is found to be below our expectations, then the company may, but is not bound to, extend the probation period, by such further period, as it may consider appropriate. Your services will not be deemed to be confirmed at the end of the probation period, in the absence of the formal communication of the decision of the company to confirm you in the employment.
5. You will be required to work in **suitable shifts** as may be expedient, and your **working hours** will be **40 hours** per week.
6. You may be assigned any additional responsibility or shall be relieved from discharging certain responsibilities as per the need/s and the policy of the company. You shall also have to carry all such incidental and connected duties as may be required in the interest of carrying out the jobs efficiently. Apart from the usual duties, your activities will also extend over any other kind of work as may be required by the circumstances and the management's decision in this regard will be conclusive and final.
7. During the course of your employment with us, you will come in possession of the knowledge of the trade and methods of the business. It is essential that you under take to maintain total secrecy about all the information, knowledge, or

such other matters. You shall not by yourself or through others, allow the same to be used in any manner detrimental to this company either during your employment or thereafter.

8. Your services are liable to be **transferred** to any other division, activity or geographical location of this company or any of its associates. In such an eventuality, you will be governed by the terms & conditions and the remuneration as applicable to such new place to which your services may be temporarily or permanently transferred, and that you will, therefore not be entitled to any additional compensation.
9. Your appointment and the employment will be subject to your being and remaining **medically fit**. It is necessary for you to get medically examined, as and when required by the company.
10. If, at any stage, you are found to be physically unfit for the job currently being done by you, then you are liable to be prematurely retired on medical grounds.
11. You will automatically **retire** from the employment of this company, upon reaching the **age of 58 years**.
12. During the continuation of your services, it shall be incumbent upon you to:
 - a) To attend to your duties honestly and with utmost diligence and devote your working hours / time only for the Company.
 - b) Not to commit any act/s, which are not in the interest and / or detrimental to the interest of the Company and / or its employees and / or its associates / and / or its client/s.
 - c) To conduct yourself in an amicable manner so as to uphold the mission, vision, values and propagation of a good professional culture and friendly climate within the Company, devoid of politics.
 - d) Not to undertake any work that in any way competes with and / or is in conflict with the work / business / policies / ethics of the Company, nor will you indulge in any activity that in any way adversely affect the work and interest of the Company.
 - e) You shall not remove and carry out any work of the Company beyond the precincts of the Company unless specifically permitted by the Management in writing. You shall not use the property of the company, tangible or intangible, and / or its project/s or client data and / or any other information for your personal ends in any manner.
 - f) You shall not commit any act/s that in any way bind/s the Company in any manner and you shall not represent the Company unless permitted in writing.

- g) You shall strictly abide by Company's Code of Conduct, all the rules, procedure and policies of the Company as may be framed and modified by the Management from time to time.
 - h) You shall not commit any act of moral turpitude.
 - i) You shall not commit any act that would hamper / tarnish the reputation and / or image of the Company, its Management and / or fellow employees and / or its client/s.
 - j) You shall follow the directions and instructions given by the Management from time to time.
 - k) You shall not engage your work time in gossip or encouraging grapevine communication of rumors or ill feelings towards the Company or its employees, and the management will view observance of engagement in such activities as a serious offence.
 - l) You shall also be required to complete all tasks and assignments given to you to the satisfaction of the Management as well as discharge sufficiently all the responsibilities.
 - m) You will not accept any kind of gratification in cash or kind from any person, firm institution or organization having dealings with the company and/or carrying business similar to that of the company and if you are offered any, you shall immediately report to the management.
 - n) You will not commit any act, or indulge in activities, during or after working hours, which would be detrimental to the interest and reputation of the company / its officials and / or its employees and / or its clients etc and would not associate with companies and/or concerns and/or commit any act, which would cause loss to the company and/or jeopardize the interests of the company in any manner whatsoever.
 - o) Your any act, which constitutes misconduct, even if committed out of establishment, is subjected to disciplinary action.
 - p) In case of previous employment you have represented and assured to the Company that you have left the services of your previous employer as per the applicable rules and as per the terms of your appointment letter / contract and you have not committed any contractual breaches of the same. You have further assured that there are no dues pending in respect of your previous employment what so ever and shall indemnify the Company in respect of any breach of the same during all times.
13. You agree and understood that the intellectual property, by whatsoever name and manner, created/ developed by you during your employment is the property of the Company and you have no right over the said property. The intellectual property rights of the Company so created/ developed or otherwise shall always remain the property of the Company and in case of any breach of

the current clause; you shall always keep the Company indemnified and saved harmless in respect of the same.

14. This contract of employment can be terminated by any one of the party, by giving to the other party a notice of **Sixty days** in writing of its intention to do so or by tendering a sum equivalent to **Sixty days** salary (including allowances) in lieu thereof.
15. The company shall have the right to terminate your service without notice, if the information given by you at the time of interview or in the application is found to be incorrect or in case of any serious misconduct or non observance of any of the terms and conditions of employment.
16. On ceasing to be in the employment of this company for any reason, you will promptly settle all accounts including the return of all Company properties, tools, equipment, documents, etc., without making or retaining any copies.
17. Your growth in this company depends, among other factors, primarily upon contribution, dedication, sincerity and initiative.
18. Your services shall be governed by the company policy, procedures and other rules and regulations that are currently applicable to the company employees and they are subject to amendments and modifications from time to time.
19. You are requested to submit the documents, listed in **Annexure 'B'** of this letter to "HRD Department", at the time of joining.
20. You will receive your job profile in due course of time.

Please acknowledge and confirm your acceptance of the terms and conditions mentioned in this letter.

We welcome you, and look forward to many years of mutually rewarding and beneficial association.

Sincerely,



Prasad Sumant
(Asst.General Manager)
Intellectual Resource centre

ANNEXURE "A"

Details of Salary & Other Allowances

The details of the offer given to you are as given below:

1. Name : **Mr. Vishal Gadade**
2. Grade : **E**
3. Designation : **Sr. Software Test Engineer**
4. Salary Details (Amount in Rs)

Consolidated Salary	10000
House Rent Allowance	5000
Medical Allowance	1250
Conveyance	800
City Compensatory Allowance	3975
Special Incentives	3975
Gross Salary (A)	25000
Deductions	
PF	780
PT	200
ESI	-
IT (As Applicable)	

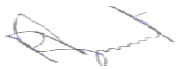
Total Gross Salary

Rs.25000/- PM.

This implies that your annual gross salary will be equal **Rs. 3,00,000/-PA**

You would be eligible to get the bonus and/or ex-gratia as per the company's rules. The Up-gradation Targets would be identified for you by your reporting authority. In case of exceptionally positive or negative changes in the business environment; the top management may modify the targets as and when required, affecting the Variable Pay.

We welcome you, and look forward to several years of mutually rewarding and beneficial association.



Prasad Sumant
(Asst.General Manager)
Intellectual Resource centre

ANNEXURE - B

LIST OF JOINING DOCUMENTS

Documents [Xerox copies & originals for verification]

- xth onwards certificates,
- Birth date proof- Xth certificate/ School leaving
- Marriage certificate (in case of married female candidates)
- Photo identity- License/ Election card/ any other bank passbook containing photo
- PAN card (if available) (1 Copy)
- Recent Address Proof-Ration card/ Telephone bill/ Electricity bill-for permanent as well as current addresses
- **For Temporary address proof-**
 - a) **Copy of rent agreement OR**
 - b) **declaration from owner on 20 Rs or 50 Rs stamp paper and also on blank paper required (1 Copy)**
- experience certificate, salary certificate
- Passport Xerox [if any]
- Blood Group
- **Medical fitness certificate -original - from your family physician stating you are medically fit to work.**
- **Photographs- 4 nos.**

For Bank Formalities

Photo identity- PAN Card/Permanent License/ Election card/Pass Port

Recent Address Proof-Ration card/ Telephone bill/ Electricity bill-for permanent as well as current addresses

Photographs- 2 nos.