

December 14, 2020
Mr. Wilson Gunde,
Hyderabad

Sub: Appointment Letter

Dear Wilson,

We are pleased to appoint you as **“Software Engineer-Testing” (Level – P1)** in our **Technology Solutions** division, based out of **Hyderabad** with effect from **December 14, 2020** on the following terms and conditions:

1. Salary & Benefits

You will be paid a salary and will be eligible for other perquisites as listed in Annexure attached to the Employment Letter.

2. Probation

You will be on probation for a period of **Six Months** from the appointment date and will continue to be so unless your services are confirmed in writing. The probation period can be curtailed or extended by the Company at its sole discretion without assigning reasons. During the probation period, your services are liable to be dispensed with at any time, without any notice / compensation or assigning any reasons thereof at the sole discretion of the Company. During the probationary period, your performance and other antecedents will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended probationary period; you will be confirmed in writing in the regular service of the Company.

3. Exclusive Contract

You will be in part time service / employment of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You will devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected with concerned employed or engaged in any other business or activities whatsoever, without the prior permission of the company and shall not accept any emoluments, commission or honoraria whatsoever from any one.

Wilson Gunde

4. Secrecy

You shall always maintain high standard of secrecy and keep as confidential the records, documents and such other information relating to the business of the Company, which

may be known to you or confided in you by any means. You shall not, without written approval of an officer authorized by the management disclose, divulge, publish or authorize anyone else to disclose, divulge, publish during the tenure of employment or subsequently any confidential or secret information, including secret processes and formulae acquired in the course of your employment with the Company. You shall not take with you, any drawings / records / diskettes / CDs' with data of confidential character and / or otherwise when you leave the service of the Company.

5. Transferability

You are liable to be transferred to full time employment based on business needs and also you fulfilling the performance requirement. You are also liable be transferred to any place of business of the Company as existing / operating presently or acquired later in any part of India or abroad at any time. You will also be liable to be deputed to any work or assigned the works of any Associate / Sister concerns, subsidiaries or any other Companies / Concerns / Organizations / Firms with whom the Company may make such arrangements or agreement. On such transfer you will be governed by the terms and conditions, fringe benefits, etc. which are applicable to your category at the place of transfer or are mutually agreed upon with the management.

6. Systems and Procedures

In addition to oral / written instructions, office orders, you will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and as indicated by the Company. You will also be exclusively governed by the "Reduced Work Hours" policy

7. Restrictions on borrowing / accepting gifts

You shall not borrow or accept any money, gift, reward or compensation, etc. for your personal gains from or otherwise place yourself under pecuniary obligation to any person with whom you may be having official dealings on behalf of the Company.

8. Simple Termination by Notice

During probation period, either party can terminate the service by giving **One Month** notice period in writing or pay in lieu of notice period. On confirmation of your services, either party can terminate this contract by giving **Two Months'** notice in writing or payment in lieu of notice. In case of notice by you showing your desire to terminate the contract, the Company shall have the

Wilson Gunde

option to accept the termination with immediate effect and relieve you from the contract earlier than the expiry of the notice period given by you. The Company reserves the right to terminate

this contract without notice or compensation in case of any act of misconduct or malfeasance or breach of any of the terms of employment implied or expressed on your part

9. Salary Review

Your salary will be reviewed periodically as per the policy of the Company. Your increments in the salary are discretionary and will be subject to and on the basis of effective performance and results during the period. It is the Company policy to reward meritorious performance, which is determined on the basis of agreed targets, and extraordinary contribution to the Company's business or operations. The performance evaluation for such purposes will be made periodically as per the policy of the Company.

10. Retirement

On attaining the age of 60 years, you are liable to be superannuated / retired from the services of the Company.

11. Service condition

- a) You shall diligently, faithfully and to the best of your ability serve the Company, use your best endeavor to promote the interest of the Company and perform all duties that may be entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess, to the entire satisfaction of the Management and work extra hours if job so requires.
- b) You agree to abide by the Office timings. The Company will fix your timings of work from time to time.
- c) You will be governed and abide by the service rules and regulations of the Company that are in force and will be introduced from time to time.
- d) You will be liable to go to any place outside India for the purpose of work and / or training whenever required by the Management and you will be liable to remain outside India for such period as may be determined by the management. On such occasion, you will be liable to enter into Agreement as may be required by the management.
- e) The service conditions mentioned in this letter such as Appointment, Confirmation, Increment, Transfers, etc., are not subject to any amendments unless communicated by the undersigned or any other authorized Officer, in writing.

Wilson Gunde

f) The appointment is being made on the basis of the information and details given by you in the application for Employment. If, at any time, any information or detail given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.

g) Any change in your present or permanent address should be informed in writing to HR Department immediately. All communications sent by the Company to your last given and recorded address shall be deemed to have been served on y

12. If not already furnished, you are required to furnish the following:

- a) Certified true copies of all the educational certificates.
- b) Four copies of your latest passport size photographs.
- c) Appointment letter and latest salary slip of previous employer.
- d) Relieving letter and service certificate from previous employer.

The above terms and conditions are subject to Company's Policy. If you are agreeable to accept the appointment on the above terms and conditions please sign and return to us the attached copy of this letter in confirmation of your having read, understood and accepted the employment on the above terms.

Yours truly,

For Excelra Knowledge Solutions Pvt. Ltd



Mahendra Pratap Singh
Vice President – Human Resources

I accept the appointment on all the above terms and conditions:

Signature : _____ Date : 14-12-2020

Wilson Gunde

Excelra Knowledge Solutions Pvt. Ltd.

6th and 7th floor, Wing B, NSL SEZ Arena
Plot No.6 Survey No.1, IDA Uppal,
Hyderabad - 500 039, India.

T +91 40 6707 3333 F +91 40 6707 3344

Registered Office:

Excelra Knowledge Solutions Pvt. Ltd.

(CIN No. U72200TG2014PTC093303)
28A, IDA Nacharam, Hyderabad - 500 076, India.

T +91 40 6692 9999 F +91 40 6692 9900

www.excelra.com

ANNEXURE

Salary Structure – Mr. Wilson Gunde

Annexure – I		
Wilson Gunde		
A. Salary	Per Annum (INR)	Per Month (INR)
Basic	224000	18667
House Rental Allowance (HRA)	89600	7467
Transport Allowance	20000	1667
Medical Reimbursement	20000	1667
Statutory Bonus	15016	1251
Special Allowance	169784	14149
Gross Salary	538400	44867
MPF	21600	1800
Total Cost to the Company (TCTC)	560000	

Note

- All payments made to you are subject to statutory deductions, as applicable
- PF stated above is employer contribution. There would be an equal employee contribution that would be deducted from your salary, as applicable.
- You are eligible to receive Gratuity on fulfilling the minimum conditions of Gratuity as per Payment of Gratuity Act.
- You will be covered under Group Mediclaim and Group Personal Accident Policy, as applicable. For more details, you are advised to refer to the Policy.



Mahendra Pratap Singh

Vice President – Human Resources

Wilson Gunde

Wilson Gunde

Excelra Knowledge Solutions Pvt. Ltd.

6th and 7th floor, Wing B, NSL SEZ Arena
Plot No.6 Survey No.1, IDA Uppal,
Hyderabad - 500 039, India.

T +91 40 6707 3333 **F** +91 40 6707 3344

Registered Office:

Excelra Knowledge Solutions Pvt. Ltd.

(CIN No. U72200TG2014PTC093303)
28A, IDA Nacharam, Hyderabad - 500 076, India.

T +91 40 6692 9999 **F** +91 40 6692 9900

www.excelra.com