# {{12-05-2023}}

**Dear {{Nikhil}},**

TECH SMCSquared (GCC) India Private Limited hereinafter referred to as “SMCSquared” is pleased to offer you a position of **“Devops Engineer”** starting on **{{17-05-2023}}**. You will be located at (BCIT) Bhartiya City, Milestone Buildcon Pvt Ltd SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore PIN-560064.

Your all-inclusive annual remuneration package will be **INR. 25,00,000/- (Twenty Five Lakhs Per Annum)** (Subject to deduction of tax and other statutory payments as may be applicable). You are also eligible for a Joining Bonus of **INR/- {{1,00,000}}** subjected to joining on or before **{{17-05-2023}}** only.

Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

# PROBATION:

You will be on probation for a period of three months before your services will be confirmed.

The probation period can be extended further, if your performance/conduct is not satisfactory.

All other details about the probation and confirmation will be provided in your employment agreement.

# CODE OF CONDUCT:

You agree to abide by the Company’s Code of Conduct and other policies that the Company may adopt from time to time.

# JOINING BONUS:

In case your offer includes a joining bonus, the same will be paid at the time of confirmation which will be three months based on the role in the organization. If you leave SMCSquared within 12 months of your start date, you agree to re-pay Joining Bonus on or before the day of your full and final settlement at SMCSquared.

# TRANSFER OF EMPLOYMENT RELATIONSHIP:

You agree that if the Company transfers this agreement to any of its subsidiaries now or then existing, subject to applicable law, you may be offered employment with the applicable subsidiary, on the same terms and conditions as to the Company under this letter, prior to such transfer.

# TRAVEL:

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy subject to submitting proofs of such expenses.

# WORK SHIFTS:

Please note that SMCSquared may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the Company.

# EMPLOYMENT RESTRICTIONS:

Your employment with SMCSquared is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from relevant personnel from the management. SMCSquared will have the sole discretion to approve or disapprove such a request based on SMCSquared’s Code of Ethics and other internal guidelines for deciding such requests.

# NOTICE PERIOD:

The notice period required by either party for separation from the organization is 60 days.

All the terms and conditions of the notice period will be provided in the employment agreement. There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

# CHANGE OF ADDRESS:

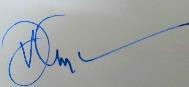
You shall keep SMCSquared informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by SMCSquared on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

SMCSquared holds the right to withdraw the offer in case of non-response to our pre- onboarding communication and checks for a period of consecutive 10 days or in the event you accept any another offers after acceptance of our offer.

The above-mentioned terms of your offer letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official offer letter is to be considered and agreed upon within three working days from the offer date **{{12-05-2023}}**. Failure to accept this within three working days will result in the offer being deemed void.

We look forward to you joining us at the earliest. Thanking you,



# Giri VT Director - HR

Offer Accepted: Date:

# Salary Annexure

|  |  |  |
| --- | --- | --- |
| **Components** | **Per Annum** | **Per month** |
| Basic | 12,50,000 | 1,04,167 |
| House Rent Allowance | 5,00,000 | 41,667 |
| Leave Travel Allowance | 1,25,000 | 10,417 |
| Standard Allowances | 50,000 | 4,167 |
| Special Allowance | 4,54,750 | 37,896 |
| Total Gross - A | 23,79,750 | 1,98,313 |
| **Retirement benefits** |  |  |
| Employer PF\*\* | 24,500 | 2,042 |
| Gratuity | 60,125 | 5,010 |
| Total retirement - B | 1,20,250 | 10,021 |
| Grand Total A+B | 25,00,000 | 2,08,333 |

The organization has the right to make changes in policies and processes from time to time to be in line with business needs. In such situations, organization may or may not be able to give advance notice on the changes made.

# Note:

1. There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.
2. Apart from the CTC indicated, company provide following benefits

# Other Benefits

|  |  |
| --- | --- |
| **Benefits** | **Frequency of Payment/ Claim** |
| 1. **Group Medical Insurance** | |
| This is a group medical insurance cover for SMCSquared employees during their employment with SMCSquared which covers the entire family. | Annual |
| 2. **Group Life Insurance** |  |
| Term Life Insurance (TLI) is the most basic form of life insurance. The provides coverage in the event death of the insured individual within his/her SMCSquared tenure | Annual |
| 3. **Group Personal Accident Insurance** |  |
| Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement and the coverage | Annual |

**LEAVE POLICY:**

**Earned leave**

These are leaves which you would accumulate or earn by the end of every month. 1.5 days of EL is added to your account each month, i.e., 18 days per year. EL’s cannot be accumulated beyond 45 days in any given point in time. Any leave accumulated beyond 45 days would get lapsed.

# Sick/Casual Leave

You will be entitled to 12 days' leave per year for sickness or accidents or for any reasonable cause. Such unused leave will be void at the end of the calendar year and shall neither be paid out nor carried forward to subsequent years. You shall be required to submit a medical certificate if such leave extends for 3 consecutive days or more.

Leaves are prorated as per the joining date of the employee and will be credited accordingly.

# Documents to be submitted prior to joining for Background Check purpose (Scanned format required):

**Scanned Original Documents Required:**

* 1. ID & Address proof for current & permanent address. (Aadhar Card would be Mandatory)
  2. PAN Card. Mandatory
  3. Passport
  4. Last 3 months pay slip
  5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
  6. Mark sheets and Certificates from 10th to Degree & PG
  7. 1 Recent Passport size photo