

SLK SOFTWARE

Administrative Office: 8th Floor, MFAR Manyata Tech Park Greenheart-IV,
Manyata Embassy Business Park, Outer Ring Road,
Bengaluru-560045,
T +91 80 4180 5721 / 6690 4721
F +91 80 4050 1921



Private and Confidential

October 19, 2017

Dear Ankit Routhan,
279-D Aryanagar Railway Colony
Ghaziabad 201001

We are delighted to welcome you to an organization with the Freedom to Succeed.

You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us.

The following points outline the offer details.

1. **Offer Details:** We are pleased to offer you the position of "**Engineer - Software**", Grade **P1**. Your total Cost to Company (CTC) inclusive of all benefits is **INR 520,000.00/- (Rupees Five Lakh Twenty Thousand only)** per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
2. **Offer Validity:** This offer is valid till **November 20, 2017**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **October 23, 2017**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
3. **Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
4. **Date of Joining:** Your tentative date of joining is **November 20, 2017**.
5. **Location:** Your work location will be **Bangalore, Karnataka, India**.

We wish you a long & successful tenure with us and looking forward to working with you.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Uthappa M Kuppana'.

Uthappa M Kuppana (AVP- HRM)

Ankit Routhan

Date: October 19, 2017



Annexure 1

COMPENSATION AT A GLANCE

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Name: Ankit Routhan

Designation: Engineer - Software

Place: Bangalore, Karnataka

Date: October 19, 2017

Basic	208,000.00
HRA	83,200.00
Conveyance Allowance	19,200.00
Flexible Benefits*	73,330.00
Adhoc Allowance	53,420.00
Statutory Bonus	21,120.00
Performance Pay	
Variable Pay (VP)**	26,000.00
Retirals	
Company Contribution to Provident Fund	24,960.00
Company Contribution to Gratuity Fund	10,000.00
Benefits	
Mediclaime Insurance*	0.00
Group Personal Accident Insurance*	770.00
COST TO COMPANY (CTC)	520,000.00

* It is the portion of your salary that can be claimed against various specified expenses, to avail tax benefits. You can design your salary structure within the FBP amount, as per your anticipated expenses.

** Employees will be eligible for VP payout based on achievements of targets / KRAs set and completion of performance review period April – Sept (for interim payout) and Oct – Mar (for final payout).

For detailed guidelines please refer VP policy at SLK Intranet (Converge).

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.

Note: The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

Uthappa M Kupppanda (AVP- HRM)

Date: October 19, 2017

I accept the offer as outlined above.

Ankit Routhan

Date: October 19, 2017



JOINING FORMALITIES

Required Documents: Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in Taleo application, during your interview and Offer process.

Sl. No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate (Convocation) and Marks Sheet.Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12 th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10 th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	-3 Recent passport size photographs with White Background -Formally dressed (avoiding plain white or white colour patterns for better visibility – semi-dark colours would be preferred) -80% face visibility (approx. 32-36 MM height of the face visibility in a total height of 47 MM)
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.

Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

SLK Software Services Pvt Ltd
8th Floor MFAR Manyata Tech Park
Greenheart – IV, Manyata Embassy Business Park
Bengaluru - 560045

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080-66904721** for any clarification.

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Date: October 19, 2017


Terms & Conditions of Employment

Mr. Ankit Routhan
279-D Aryanagar Railway Colony
Ghaziabad 201001

Dear Ankit,

In continuation to our Offer of Employment dated **October 19, 2017**, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e **November 20, 2017**.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
 - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
 - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
 - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.

 **Regd. Office:** SLK Software Services Pvt. Ltd. "SLK1", 40/A, KHB Industrial Area, Yelahanka New Town,
Bengaluru-560 064, India. T +91 80 4180 5721 / 6740 4721, F +91 80 4050 1921

www.slkgroup.com

CIN: U72200KA2000PTC027503

contact@slkgroup.com



- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.
- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:00 AM to 6:00 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
 - Eleven (11) days National and Festival holidays every calendar year.
 - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
 - Six calendar months (182 Days approx.) of Maternity Leave or Twelve (12) weeks of Adoption Leave or Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
 - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Enhancement Plan (PEP). If you are not performing to the expectation even after providing PEP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your salary will be reviewed periodically, as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.

A handwritten signature in blue ink, appearing to read 'Anurag', is written over a horizontal line.



- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay what's ever.
- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.

A handwritten signature in blue ink, appearing to read "Amul Chatterjee", is written over the bottom left of the document.



- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other sixty (60) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.
- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company. You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.

A handwritten signature in blue ink, appearing to read "S. Muthappa", is located at the bottom left of the page.



- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

A handwritten signature in blue ink, appearing to read 'Uthappa M Kupppanda', written over a horizontal line.

Uthappa M Kupppanda (AVP- HRM)

Date: October 19, 2017

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

Ankit Routhan

Date: October 19, 2017

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Date: October 18, 2017

Express Clinic

Dear Sir/Madam,

Ankit Routhan (ID – 330189) will be visiting you for undergoing the following tests:

- Hemoglobin – TC – DC – ESR
- Fasting Blood Sugar
- Urine Routine Examination
- Medical Examination by the Physician
- Drug Test 1

Kindly complete the above tests and send the reports directly to SLK Software within 2 days of completing the tests.

The cost of the tests will be borne by SLK Software. Kindly invoice us the same for payment.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Ankit Routhan', written over a horizontal line.

Authorized Signatory