

# YOU'RE ONE OF A KIND. YOU'RE AN #EPAMER!



## Congratulations and Welcome to EPAM!

We are excited to have you onboard in what we are sure will be an exciting journey ! We wish that you achieve all that you aspire for in your career here at EPAM.

At EPAM, our people are source of our success and we are committed to providing numerous opportunities for smart, self - motivated, pro - active and collaborative individuals to learn and grow . We invest in EPAMers around the world, helping to find and develop the brightest minds and to build dynamic,lasting careers.

EPAM Systems, Inc. (NYSE: EPAM) as Product Development Services Company has leveraged its software engineering expertise to become a leading global product development, digital platform engineering, and top digital and product design agency since its inception in 1993.Through its 'Engineering DNA' and innovative strategy, consulting and design capabilities , EPAM works in collaboration with its customers to deliver next - gen solutions that turn complex business challenges into real business outcomes. EPAM's global teams serve customers in over 25 countries across North America, Europe, Asia and Australia. EPAM is a recognized market leader in multiple categories among top global independent research agencies and was one of only four technology companies to appear on Forbes 25 Fastest Growing Public Tech Companies list every year of publication since 2013.

As we wait for you to come onboard and experience this dynamic culture , we recommend that you make time to go through [www.welcome.epam.in](http://www.welcome.epam.in) to understand life and culture at EPAM India.

Please do remember to send in your offer acceptance acknowledgement on the new hire portal , the link for which has been emailed to you. This portal also includes information on the list of activities planned for you in the first few days of your joining , to ensure that your assimilation in the EPAM system is smooth and hassle - free . In case you have more questions , or are facing some issues , please raise them on the portal and our team will revert with a response at the earliest.

Congratulations once again on your journey to become an EPAMer. You surely are one of a kind!

Regards,

Srinivas Reddy  
EPAM India GDO Head

---

## EPAM Systems India Private Limited

**CORPORATE OFFICE (HYDERABAD):** Salarpuria Sattva Knowledge City, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> Floors, Unit 2&3, Plot No. 2, Phase 1, Survey No. 83/1, Raidurg Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500081. INDIA. Ph.: +91 40 4797 9900. GSTIN: 36AAACW2012R1Z6

**PUNE:** 100, 101, Unit No 704, 7<sup>th</sup> Floor, Sai Radhe, Kennedy Road, Pune, Maharashtra, 411001. INDIA. Ph.: +91 20 4858 3399. GSTIN: 27AAACW2012R2Z4

**BANGALORE:** Tower C, Global Technology Park, Marathalli, Outer Ring Road, Bengaluru (Bangalore) Urban, Karnataka, 560103. Phone: +91 80 6814 6200. GSTIN: 29AAACW2012R1Z1

CIN: U74140TG1997PTC028582  
E-mail: [corporateindia@epam.com](mailto:corporateindia@epam.com)  
[www.epam.com](http://www.epam.com)



May 05, 2021

To,

Mr.Ashok Patra  
Plot 377, Jharapada  
Bhubneswar  
Bhubneswar Urban  
Odisha-751006

Dear Ashok,

**Sub: Offer of appointment for the post of "Senior Software Engineer"**

Congratulations!!!

Subsequent to the discussion we had recently with you, we are pleased to offer you an appointment in EPAM Systems India Private Limited as per the terms and conditions mentioned below:

**1. DATE OF JOINING**

Your employment will commence not later than **July 26, 2021**

**2. DESIGNATION**

Senior Software Engineer-A3

**3. COMPENSATION**

Your total salary per annum is **INR 3200000 (Rupees Thirty Two Lakh Only)**. Details of your salary structure are given in the Annexure.

**4. LEAVE**

You will be entitled to 20 Days leave in a calendar year on monthly accruals basis. If your joining is in between a calendar year, the said number of leaves shall be pro-rated. You can utilize advance leave against accrued leaves maximum of 5 days in 6 months.

Month	Duration
Jan to November	1.7 days per Month
December	1.3 days

## 5. HOLIDAYS

You shall be eligible for 12 holidays in a calendar year (9 Mandatory, and 3 Open optional Holidays) per the published calendar. Associates working out of client locations shall follow the client holiday calendar:

- (i) Associates joining between January - March are entitled to all three optional holidays.
- (ii) Associates joining between April - September are entitled to two optional holidays.
- (iii) Associates joining between October - December are entitled to one optional holiday.

## 6. WORKING HOURS

Company follows 9 hour workday and 05 working days a week, with Saturday and Sunday as weekly off for General shift associates. The core working hours are from 9 AM to 6 PM. These working hours and working days would vary depending on project requirements and at company discretion with reasonable notice in accordance with applicable laws. If you are designated to work in shifts, you shall be eligible for shift allowance as per company policy.

## 7. PLACEMENT OF WORK

- (i) Your place of work will be at **Hyderabad**.
- (ii) You shall be liable to serve in any Position, Department or Shift as you may be assigned from time to time.
- (iii) During your employment, you may be transferred to any of the establishments of the company or associate companies in which case you will be governed by the rules and regulations applicable to that establishment.

## 8. INSURANCE BENEFITS

You shall be covered under the following Insurance benefits from the date of joining:

Policy	Details
<b>Group Medical Health Insurance</b>	Medical insurance covers 1 + 6 (Self + Spouse + 3 Children + 2 Parents/Parents-in-law) for INR 10 Lakhs family floater per annum. Employee contribution of INR 5,495 per year which will be deducted in 1st Month payroll on pro-rate basis from your date of joining to 31st Dec (Tax Exemption under sec 80D)
<b>Group Personal Accidental Insurance</b>	Level A1 to A4 & B1 – INR 15 Lakhs; Level A5,B2 & B3 – INR 25 Lakhs; Level B4 & above – INR 35 Lakhs at company cost
<b>Term Life Insurance</b>	Term Life Insurance at company cost for a minimum sum of INR 20 Lakhs or 3 X of yearly gross salary, whichever is higher

## 9. SECRECY

- (i) Your employment is full time assignment and you shall devote your whole time and attention to the interest of the company and shall not engage yourself in any other business/occupation, whatsoever.
- (ii) You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position or responsibility occupied by you.
- (iii) You shall not, at any time, during your employment or thereafter, disclose to any person, firm or company any information concerning the affairs of the company or disclose, without the written permission of the company, any information which is or may be of a confidential nature.
- (iv) In this connection, you are required to sign the Non - disclosure agreement in the prescribed format which shall form a part of these terms and conditions.

## 10. KEY POLICIES, PROCEDURES AND PRACTICES

During your employment with EPAM (and where applicable after your employment has terminated) you must comply with all of the company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) EPAM policies and procedures on, and any other obligations relating to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You should familiarize yourself with all policies and procedures that apply to your grade and business area as set out on intranet [Info.epam.com](http://Info.epam.com)

## 11. STATUTORY

All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

**Gratuity** - Upon cessation of employment after completion of continuous service of at least four (4) years and 182 days with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act 1972. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

**Provident Fund**-You will be covered under Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation. Employee's contribution towards PF will be made from the monthly salary.

**ESIC** - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

## 12. TERMINATION OF SERVICE

(i) This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with EPAM. These company policies and procedures may be varied from time to time

(ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.

(iii) You have been offered position on good faith that all the information and documents provided by you at the time of employment are true and correct. Your continued employment is contingent upon satisfactory background verification. EPAM reserves the right to terminate your employment without notice if the information and documents provided by you are found incorrect. EPAM warrants the right to recover the costs incurred to perform the check and withhold your salary thereby.

(iv) Absences from Work: Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 13. NOTICE PERIOD

Your services can be terminated by giving **60** day's notice, in writing or payment of salary in lieu of notice on either side. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. In case you opt for leave during notice period, the notice period will be extended to the tune of leaves availed. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

#### **14. RULES & REGULATIONS**

During your employment, you will be governed by the rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders. This offer will automatically lapse if not accepted within one (1) week from the date hereof.

#### **15. NON-COMPETE CLAUSE**

For a period of 12 Months after the termination of your employment, you must not be employed or engaged (in any capacity) by a customer of EPAM on whose account you worked during your employment with EPAM in the last 12 month before termination of your employment.

#### **16. RETIREMENT**

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

#### **17. COMPENSATION STRUCTURE**

The company may, at any time, review and/or restructure the compensation package. Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the last working day of the month.

You are requested to report for duty formally on or before **July 26, 2021** at **10:30 AM**. The joining will be Virtual and you will receive a Welcome email from the Onboarding Team 1 day prior to your joining.

**You are requested to submit a Soft copy of all the below mentioned documents. All the documents are mandatory to submit on the day of your joining:**

- Certificates in proof of your educational qualifications (Graduation, Post-Graduation)
- Address and ID proof (Passport, Aadhaar & PAN)
- Two passport size Photographs (the background should be white)
- Resignation acceptance/Relieving/ Experience and Offer Letters of all the previous employers
- Resume

**ANNEXURE****Name of the Associate : Ashok Patra****Designation : Senior Software Engineer [A3]**

Components	Amount in INR / Annum	Amount in INR / Month
Basic	913920	76160
HRA	365568	30464
Other Allowances	1766904	147242
Gross	3046392	253866
PF - Employer's Contribution	109670	9139
Gratuity	43938	3662
Fixed Compensation	3200000	266667
Cost to Company	3200000	266667

**OTHER ALLOWANCES:**

Other allowances include Flexible benefits as a component to your salary structure that you can select from the below given list to avail tax benefits per the Income Tax act provisions and as provisioned in the payroll structure/policy of the company. Conditions and limitations may apply.

Allowance Type	Limit
Lunch Allowance	Maximum of INR 2200/- per month
Telephone & Internet	Maximum of INR 2000/- per month
Children Education	Maximum of INR 100/- for education and INR 300/- for boarding expenses per child and for a maximum of two children
Leave Travel Assistance	Leave Travel Allowance is allowed twice in a block of four years as stipulated in the Income Tax Act
Business Attire	Maximum of INR 1000/- per month
Professional Development	Maximum of INR 1000/- per month
National Pension Scheme	Maximum 10% of Basic per month

Thanking you,

Yours faithfully

**For EPAM Systems India Private Limited**

**Srinivas Reddy**  
**Managing Director**

**OFFER LETTER ACCEPTANCE:**

No signature is required from upon acceptance of this offer. By clicking the acceptance button, you have agreed to be bound by the terms & conditions upon which the offer of employment has been made. An acknowledgment of receipt of the acceptance will be sent to you. This contract is legally binding based on the laws of India.