

WELCOME TO ACUMEN

February 06, 2014

Ref ID: Ref/ACI/0833

Mr. Santhoshkumar Dussa
H.No. 18-118,
Medipally Panchavatti Colony,
St No. 1, Inside Near Ganesh Temple, Medipally (Md),
Medchal-500098, Andhra Pradesh.

Sub: Appointment Letter

Dear **Santhoshkumar,**

Congratulations from **Acumen Cybersoft India Pvt. Ltd.!**

It is our pleasure to appoint you as **Software Associate** in **Acumen Cybersoft India Pvt. Ltd.** at **Hyderabad**. Please note that the employment terms contained in this letter are subject to the Company policy and you will be governed by them from time to time.

1) ACUMEN'S APPOINTMENT:

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **February 26, 2014**, unless otherwise communicated in writing by the company.
- b. You will be liable to be transferred in such capacity as **Acumen** may from time to time determine to any other location, department, function, establishment, or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- c. You will be required to work from **Monday to Friday** (starting at **9:30 am to 6:30 pm**) plus any reasonable additional hours that are necessary to fulfill your duties or as otherwise required by the employer. You will work at the highest standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
- d. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2) ACUMEN'S COMPENSATION:

You will be eligible to receive the following:

- a. You will be paid the gross salary of **Rs. 2,52,000/-** per annum. The details are attached in the Annexure-I.
- b. You will be entitled to other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time. Salary will be reviewed periodically as per the Company policy.
- c. Changes in your compensation are subject to the discretion of Company and will be subject to and be on the basis of your effective performance and results during your employment

and other relevant criteria.

3) ACUMEN'S OTHER BENEFITS:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting. Leave Travel Assistance will be as per the policy of Acumen.
- b. Perquisites, if any, as applicable to your category of employees and / or based on functional requirements as determined by Acumen. You will be availing Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

4) ACUMEN'S RESPONSIBILITIES:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Company, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Acumen policy applicable to you.
- c. At Acumen you are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Company including the Code of Business Conduct and other policies of company as they form an integral part of the terms of employment with Acumen . Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.

5) ACUMEN'S CONFLICTS OF INTEREST:

- a. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Acumen
- b. You shall not give out to anyone, during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our projects or other processes, technical knowhow, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of you being our employee.

6) ACUMEN'S CONFIDENTIALITY:

- a. You shall keep confidential all the information and material provided to you by or on behalf of the management or by its clients concerning their affairs to perform the service. This excludes only such material as is already known to the public which also you will not release, use or disclose except with prior written permission of the Management. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.

7) ACUMEN'S NOTICE PERIOD:

- a. This contract of employment is terminable, without reasons, by either party giving one month prior written notice. The company reserves the right to pay or recover salary in lieu of notice period. Further, company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

Annexure-I**ACUMEN'S COMPENSATION STRUCTURE:**

| Components | Monthly Amount (Rs.) | Yearly Amount (Rs.) |
|-------------------------|----------------------|---------------------|
| Basic | 10,500.00 | 1,26,000.00 |
| House Rent Allowance | 4,200.00 | 50,400.00 |
| Special Allowance | 4,250.00 | 51,000.00 |
| Conveyance Allowance | 800.00 | 9,600.00 |
| Medical Allowance | 1,250.00 | 15,000.00 |
| Perquisites | | 00.00 |
| Total (A) | 21,000.00 | 2,52,000.00 |
| Professional Tax | 200.00 | 2,400.00 |
| Other Deductions | 00.00 | 00.00 |
| Total (B) | 200.00 | 2,400.00 |
| NET SALARY (A-B) | | 2,49,600.00 |

For us at **Acumen Cybersoft India Pvt. Ltd.**, success is the outcome of choice and expectations, more than a matter of circumstance and we are delighted that you have chosen us.

We provide support to our global customers from various locations in India to suit customers differing time needs including on 24x7 basis. You would be operating from any of the locations and in any of the shifts, including night shift, as may be decided by Acumen keeping in mind business needs and deliverables to customers.

Documents Required on Date of Joining

1. Education Qualification:

- a) Xth mark sheet and certificate, XIIth mark sheet and certificate, Graduation mark sheets and degree certificate, Post Graduation mark sheets and degree certificate (if applicable) and other relevant Certificates

2. Experience and Relieving for Previous Employers

a) Current Employer

- Relieving Letter, Experience Certificate, slips for last 3 months, Letter of Appointment/Offer Letter from the employer, Form 16, Salary account- 6 months Bank Statement

b) Previous Employer(s)

- Service/Relieving certificates

3. Additional Documents

Birth certificate/School Leaving Certificate or Board Certificate/Valid Passport

Valid Passport: All pages 1 Set/Driving license/PAN card/Voters ID/Aadhar Card

Proof of Residence for both Permanent & Current Address. (Any one from the below for each address)

Sincerely,



Bala Venkata Saidurga Kayala
HR Manager – HR Department
hr@acumencybersoft.com
Acumen Cybersoft India Pvt. Ltd.

Acknowledgement: I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature : _____

Date : ____/____/2014