



### Appointment Letter

May 02, 2023

Dear Mr. Sathya Narayanan

Congratulations! Further to your application for employment with us, we are delighted to appoint you as Team Lead at AiFA LABS.

Your joining will be at Hyderabad location in our Head Office and your date of joining will be May 02, 2023.

Your total CTC as discussed will be **Rs. 23,00,000/-** per annum with variable pay of **Rs. 2,00,000/-** payable after completion of 1 year service with company which is based on your performance and review by management. You eligible for joining cum relocation bonus of **Rs. 50,000/-**. A detailed breakup will be shared soon. Upon joining, you expected to enter an agreement which specifies scope, terms and conditions of your employment with AiFA LABS. You have to undergo necessary trainings if required to work with AiFA LABS. You will be under probation for a period of 3 months. After completion of your probation period, your employment with the company will stand confirmed subject to the terms and conditions of the company policies.

Your training location will be at our Hyderabad office and after completion of training and based on your performance, we may ask you to work offshore or onsite. The location of posting will be purely based on our business requirement and need.

Your employment will be governed by rules, regulations and policies of the company. The terms and conditions of this appointment letter are confidential and should not be disclosed to any third party. You need to carry a signed copy of your offer letter during your date of joining as a token of acceptance with AiFA LABS.

Welcome to AiFA LABS family group. We wish a long, rewarding and fulfillment association with AiFA LABS after your joining.

A handwritten signature in black ink that appears to read 'T. Revathi'.

Sincerely,  
Revathi,  
AiFA LABS

### AIFA LABS PRIVATE LIMITED

Suite #303, Sagacity Heights, Kavuri Hills  
Madhapur, Hyderabad - 500081.

+91 905 99 22 467  
+91 905 99 22 467

info@aifalabs.com



Delete

## Welcome to AiFA LABS

Below are the details that refer to your offer of employment with us as Team Lead dated May 02, 2023.

1. You will be on probation for a period of 3 months from the date of joining and upon satisfactory completion thereof, and you will continue in employment on terms and conditions contained in this letter. Your period of probation is, however, liable to be extended at the Company's discretion. During the probation period your services with the company are terminable without any notice or payment of any compensation in lieu thereof company and need not assign any reason for such termination.
2. Working hours are regular hours from Monday to Friday with a one (1) hour lunch break. Resources may require to support work as and when needed based on business need.
3. The company follows all national and Telangana state gazetted holidays. From the date of your joining, you will be entitled with casual leave / earned leave – 1 day per month , sick leave – 8 days per annum. Earned leave – 1 day per month is applicable to those employee's who serves minimum 240 working days excluding public holidays and holiday calendar with the company. Employee may carry forward a maximum of 50% of EL for the following year and 50% of EL can be encashed based on basic salary or utilize 50 % leaves for that specific calendar year. Leave cannot be used to cover your resignation period / notice period.
4. For contract / consultant resources, Company is not liable to register them for any statutory deductions like PF, health insurance etc.. Deductions of TDS is applicable as per government norms.
5. Every employee undergoes Background Verification process with AiFA LABS. He/she has to share accurate and proper documents after joining. These documents should not be conflict with documents provided during interview process. Any such conflict / inaccurate documents proven , then AiFA LABS has authority to terminate their employment immediately without prior notice to an employee with immediate effect.
6. Your remuneration /CTC will be set as below components:-
  - A.) Basic salary:



B.) House Rent Allowance:

C.) Other Allowances

D.) Pay for performance – 10% of there salary

E.) Insurance

F.) Provident Fund

Note: - These benefits are applicable for full time employees only.

7. Your employment is subject to the provision of letter from your current employer that they have relieved you from your current employment.
8. During your employment with us, you need to devote full time and attention to your duties with the company. You shall not accept any other work with third part when your continuing your services with AIFA LABS. In case any such feedbacks received in letter or oral or observed, then your services are terminable on the same day without prior discussions.
9. Employee who wish to resign their job needs to serve 3 months of notice period. During notice period your leave balance will not be adjusted or compensated.
10. Relieving and experience letters will not be provided to absconding employee's.
11. Upon cessation of your employment with the company for any reason whatsoever, you will return to the company all papers, documents, materials, equipment and properties of the company which may be in your possession.
12. Salary will be paid periodically in accordance with the Company's payroll procedures. Consultants / contract resources will be paid for only the services provided to Company. Any employee withdraws his / her services for whatever reason, his last month of notice period payroll process will be completed only after FnF (full and final settlement).
13. You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company or any details on the development of the Company to any other person (s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.
14. Your work will be subject to ongoing performance reviews, and you will receive at least one formal performance review annually. Your superior will conduct this review of all work product(s) you have complete and other progress made both in-house and at Client sites. Salary increments will be dependent upon your performance as well as your periodic progress reports submitted to



your superior throughout the year.

15. An employee has to undergo trainings – technical / soft skills suggested by team leader or above positions as and when required. It can be in-house or out-bound training based on the requirement.
16. You agree to execute the Company's standard form of Invention, Non-Disclosure and Non-Compete Agreement and to be bound by all provisions thereof. You hereby represent that you are not presently bound by any employment agreement, confidential or proprietary information agreement or similar agreement with any current or previous employer that would impose any restriction on your acceptance of this offer or that would interfere with your ability to fulfill the responsibilities of your position with the Company.
17. The employee acknowledges and accepts that during the period of employment / training, the employee shall have access to trade secrets, trade connections, secret process, know-how technology and technical information, data, customer database, expertise, innovations, inventions, intellectual properties etc... which are confidential information. Employee acknowledges that all such confidential information is the sole and absolute property of the company and shall not do or cause to do anything prejudicial to the interests of the company.
18. This agreement shall be subject to the jurisdiction of the appropriate courts of Telangana and laws of India only.



#### ACKNOWLEDGEMENT

I, \_\_\_\_\_, HEREBY CONFIRM THAT I FULLY UNDERSTAND AND  
ACCEPT ALL TERMS & CONDITIONS OF EMPLOYMENT AS STATED HEREIN AND ACKNOWLEDGE KEEPING A  
COPY FOR MY OWN REFERENCE.

2023

Signature :

Date :

By extending this offer letter, AIFA LABS Private LTD is looking forward to a long-term, uninterrupted  
association with you

Sincerely,

A handwritten signature in black ink, appearing to read "T. Revathi".

Revathi T  
AIFA LABS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature