



1-Aug-2021

Ashutosh Arvikar

**Sub: Offer of Employment**

Dear Ashutosh Arvikar,

Thank you for investing your time to pursue an opportunity with **Cybrlytics Technology OPC Pvt Ltd**, Pune.

We are delighted in offering you an employment opportunity as **Associate Engineer - Software Product Development** with **Cybrlytics Technology OPC Pvt Ltd**, Pune.

Further, "**Company**" for all purposes in this document shall mean **Cybrlytics Technology OPC Pvt Ltd**, Pune and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **350,000/-**per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **Cybrlytics Technology OPC Pvt Ltd**.
- You will report to the **Business Unit / Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units, and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.

- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The **notice period** applicable for separating from the Company's services is **90 days**. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexures 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the family.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at  
S. No. 25/1A to 26, B U Bhandari Acolade, Kharadi, Pune, Maharashtra, 411014

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

We are excited to have you join us quickly and welcome you to the family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

**For Cybrlytics Technology OPC Pvt Ltd.**

**Nehal Kadaganchi**  
**Co-founder &**  
**Director**

**Enclosed Annexures:**

- 1. Employee Service Conditions**
  - 2. Compensation break-up detail**
  - 3. A note on your Total Rewards**
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I have read, understood, and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Expected date of joining:** \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	<b>Ashutosh Arvikar</b>
<b>Designation:</b>	<b>Associate Engineer - Software Product Development</b>
<b>Grade:</b>	<b>9A</b>

<b>Gross Salary</b>	350,000
<b>Base Salary</b>	350,000

Components	Annual (in Rs.)	Monthly (in Rs.)
Basic	140,000	11,667
House Rent Allowance	56,000	4,667
Statutory Bonus	7,000	583
Flexible Benefit Package*	123,466	10,289
<b>Fixed Salary – (A)</b>	<b>326,466</b>	<b>27,206</b>
PF - Employer's contribution	16,800	1,400
Gratuity	6,734	561
<b>Statutory Benefits – (B)</b>	<b>23,534</b>	<b>1,961</b>
Base Compensation	350,000	29,167
<b>Gross Salary – (A+B)</b>	<b>350,000</b>	

### Pre-tax Take Home

Monthly Fixed Salary	27,206
Professional Tax	200
Provident fund - Employee's contribution	1,400
<b>Monthly Take home - Pretax</b>	<b>25,606</b>

### Note:

- Taxes are applicable as per statutory rules.
- Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".
- Professional tax of Rs.300 will be deducted in the month of February.

**For Cybrlytics Technology OPC Pvt Ltd.**

**Nehal Kadaganchi**  
**Co-founder &**  
**Director**