



## APPOINTMENT ORDER

03 Dec 2013

Mr. Chandra S C  
Employee No. INM13263457  
BL / Division: Carrier Software & Core Network R&D Business Line  
Address :No - 2166, 13th cross, 2nd stage  
Kumaraswamy Layout, Bangalore  
Karnataka - 560078

Dear Chandra,

### SUB: LETTER OF APPOINTMENT as Software Engineer

With reference to your application and subsequent interviews, we are pleased to appoint you as **Software Engineer** in our Company with effect from **03 Dec 2013**. The appointment is subject to the following terms and conditions:

#### 1. PROBATIONARY PERIOD:

You are initially appointed on probation. The period of probation shall be for **six months** from the date of joining. The Company reserves the right to extend the probationary period, at its sole discretion if your work and progress are not found satisfactory. The Company at its discretion may confirm your service at any time during the course of or at the end of the probationary period initially fixed or subsequently extended. You will, however, continue to be on probation till your services are confirmed in writing. During the probationary period, your services are liable to be terminated by either party, without assigning any reason by one month notice or payment of 30 days gross salary in lieu of notice.

#### 2. NATURE OF DUTY:

You are appointed as **Software Engineer** in **Carrier Software & Core Network R&D Business Line**. Besides, the Company may entrust you any other functions and responsibilities, as deemed fit. You are required to discharge your duties and responsibilities efficiently and ensure desired results.

#### 3. SALARY:

You will be paid remuneration as per the details shown in the enclosed Annexure-I. The payment of salary is personal to you and you are expected to maintain confidentiality about the same.

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HUAWEI  
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4. **WORKING HOURS:**

The normal weekly working days are from Monday to Friday with lunch break duration of 60 minutes. Schedule of working hours will be notified by the company from time to time.

5. **MEDICAL FITNESS:**

Your appointment and continuation in employment with the Company will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Company, as and when called upon to do so.

6. **CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS:**

You will not at any time, without the consent of the Appointing Authority, disclose or divulge or make public except on legal obligation any information about the Company's business and affairs or secrets whether the same may be confided to you or become known to you in the course of your services with the Company or otherwise, to any other individual or Institution or any customer, while in the services of the Company or even after you leave the services. You will also keep us informed if you are bound by any Confidentiality Agreement with any of your previous Employers, in which case, you shall keep us indemnified against any breach thereof by you. If you conceive any new or advanced method of improving system in relation to the operation of the Company or its business, such developments will be fully communicated to the Company and remain the sole right/property of the Company.

7. **WHOLE TIME EMPLOYMENT :**

You will be a whole time employee of the Company and you shall devote yourself exclusively to the business of the Company. You will not engage yourself anywhere in any work, profession, trade or employment in any capacity, whilst in the services of the Company.

8. **POSTING AND TRANSFERABILITY:**

Initially your posting will be at **Bangalore**. However, your services will be liable to be transferred from one place to another and/or from one department/unit to another either existing or to be set up in future, anywhere in India or abroad purely at the discretion of the Company. On such transfer, you will be governed by the Rules and Regulations and other working/service conditions as applicable at the place of posting.

9. **PERIOD OF NOTICE FOR TERMINATION:**

After confirmation, your services will be liable to be terminated by giving two months' (60 days) notice or payment in lieu thereof on either side except for dismissal, discharge or termination for misconduct, when you will not be entitled to any such notice or salary in lieu of notice. If the Company terminates your employment and wants you to leave before the completion of the notice period, the salary for the balance period will be paid to you by the Company. If at your request, the Company agrees to relieve you earlier,





you will be liable to pay the Company the salary for the balance of the notice period. Taking into consideration the nature of your duty it will be absolutely necessary for you to work for the Company during the notice period unless the same is specifically waived by the Company. However, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reason thereof. However, termination of service by you in the manner aforesaid is not permissible during the period of deputation abroad or while on project assignment.

**10. OTHR TERMS AND CONDITIONS OF EMPLOYMENT:**

- a) You will be governed by the Rules and Regulations of the Company as in force from time to time.
- b) You are expected to maintain high standard or discipline, efficiency and integrity.
- c) If you remain absent without leave or permission for 8 consecutive days it will be deemed that you have voluntarily separated from the service of the Company.
- d) If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

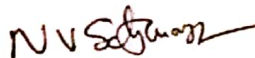
**11. SUPERANNUATION:**

You will retire from the services of the Company on completing the age of 58 years. For the proof of your age, the Company considers only the date of birth as mentioned, in the SSLC/School Leaving Certificate. The date of birth once furnished and admitted shall be final and no change will be entertained.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the above terms and conditions.

We look forward to your long and prosperous career with Huawei Technologies India Private Limited.

Yours sincerely,  
for Huawei Technologies India Pvt. Ltd.

  
**Satyanarayana N V**  
Head - HR Division

**Annexure - 1**

<b>Name: Chandra S C</b>	<b>Position: Software Engineer</b>	
<b>Compensation Components</b>	<b>Amount in Rupees</b>	
	<b>Per Month</b>	<b>Per Annum</b>
<b>(A) Fixed Pay</b>		
<b>Gross Pay (1)</b>		
Basic + DA	14870	178440
Flexible Benefits Packages (FBP)	25140	301680
Conveyance Allowance	1000	12000
Meal Card	1500	18000
<b>Total of Gross Pay</b>	<b>42510</b>	<b>510120</b>
<b>Retirals (2)</b>		
Employer's Contribution to Provident Fund (12% of Basic )	1780	21360
Gratuity (as per Payment of Gratuity Act, 1972) - 4.81% of Basic	710	8520
<b>Total of Retirals</b>	<b>2490</b>	<b>29880</b>
<b>Total of Fixed Pay (1 + 2)</b>	<b>45000</b>	<b>540000</b>
<b>(B) Annual Bonus*</b>	---	As applicable
<b>Total Cost to Company</b>		<b>(A)+(B)</b>
<b>Other Benefits:</b> Group Medical Insurance Coverage (Rs.1.5 lakhs for individual and Rs.3.5 lakhs floater for family (self ,spouse and children)) & Personal Accident Insurance Coverage as per company policy		
*Annual Bonus - Company may declare annual bonus in 2014 based on the performance of the employee, BL/Division & Company. Employee should have joined the company not later than third quarter in 2013 to be eligible for the bonus. The quantum and the administration of the Annual Bonus rests with the Company and the decision of the Management in this regard is final.		

*W. S. S. S.*





## **ANNEXURE - 2**

You will be required to produce the following documents at the time of joining the Company:

- a) Original Proof of Age and Educational Qualifications (to be returned to you after verification)
- b) Proof of date of Birth (10th or 12th Standard marks card having the date of birth)
- c) Copy of Graduation and Post Graduation Mark sheets and Degree certificates
- d) Certificate for additional courses (Optional)
- e) Copy of the relieving letter from the immediate past employer or resignation acceptance letter
- f) Experience certificate from all previous employers
- g) Salary statement from immediate past employer (either a copy of official salary slip or a salary certificate)
- h) Form 16A or Income Tax Computation sheet from the immediate past employer
- i) Medical Certificate with height, weight and blood group details.
- j) Copy of the Passport.
- k) Copy of PAN card or PAN card application.
- l) Four passport sized photographs (Male: Dark Blue/Black blazer and tie with white background; Female: With white background)

Please note that any distortion of facts in any of the above documents shall lead to revoking of the offer letter and letter of employment letter and thereby termination of employment.

## **ENDORSEMENT**

I hereby confirm acceptance of the above appointment, on the terms and conditions stipulated therein.

PLACE: Bangalore  
DATE: 03-Dec-2013

  
SIGNATURE OF THE EMPLOYEE