



RT/HC/T/OL	OFFER LETTER	Ver No. 1.1 Dt.: 19-02-2014
Ref: RT/OL-109		

Tuesday, 17 June 2014

Dear Ms. Karuna M,

We are pleased to offer you the position of **Member - Human Capital Management**, at **Rossell Techsys (a division of Rossell India Limited)** (Herein after called "**The Company**"). Your annual starting Cost to Company (CTC) will be **Rs 240,000/- (Two Lakh Forty Thousand Rupees only)** per annum. The details of various components of your compensation package will be provided to you on joining. You will be on probation for a period of 12 months. The position offered to you is transferable within India, with no changes to your annual compensation.

The remuneration package, and any other perks that the company may provide you, at its discretion, is strictly confidential between you and the company and is not to be discussed or disclosed to any third party in any manner whatsoever, unless required by law. Conscious violation of this confidentiality may lead to an immediate termination of services with the company.

As a member of the General Administration Team, you will be responsible for the Human Capital Management & General Administration work assigned to you, either singly or as part of a larger team. The quality of work needs to be aligned with the General Administration Team practices and norms as prevalent in the company from time to time. You will ensure that you keep any re-work to as minimal as possible. It is expected of you that you demonstrate expertise in your area of work and will work with minimal supervision on the tasks assigned to you. The company expects all its employees to be responsible for maintaining a high performance culture within their respective functions. Your reporting officer will be assigned to you at the time of your joining the company.

The broad employment terms and conditions are attached to this offer letter. We are confident that your stay with us will be long and mutually rewarding. We are optimistic that you will contribute significantly to our plans of building a strong, capable, reliable and sustainable team at Rossell Techsys and thereby ensuring sustained growth and prosperity of the Company and its staff.

Welcome aboard Rossell Techsys!

Sincerely

For **Rossell Techsys (A Division of Rossell India Ltd)**


Rajeev Ranjan
Senior Manager - Human Capital Management





Annexure to offer letter of Ms. Karuna M

General Terms and Conditions of the Offer:

1. Your offer will expire on **Thursday, 19 Jun 2014** and hence you will need to send in your acceptance on or before this date in the manner specified in this letter.
2. Your salary is strictly confidential and we expect that you maintain the confidentiality of the same.
3. You will provide two references as part of our background checks process. These references shall be, preferably, two of your immediate supervisors at your previous employers. Your appointment is subject to your submitting copies of mark sheets / certificates in respect of your educational qualifications and other credentials and testimonials.
4. Your offer is subject to clearing "background" checks for any criminal or legal antecedents in any part of the world, in which case, the offer is automatically withdrawn.
5. On joining the company, you shall provide all relevant documents as desired by the company, duly self attested, for future use, if any.
6. Simultaneous with the joining formalities, you shall execute a CONFIDENTIALITY, PROPRIETARY INFORMATION, AND INVENTIONS AGREEMENT with Company that records the agreement that during or after employment, you will not reveal any confidential information, that you become privy to in the course of your employment with Company.
7. Your employment can be terminated by either party upon giving **six weeks'** notice to the other party or compensation in lieu thereof. During the probation period notice period will be four weeks.
8. Increments will be based solely on effective and efficient, loyal discharge of duties as assessed by your reporting officer and in accordance with the prevalent rules and regulations of the company.
9. Your designation is indicative of the responsibilities which you are required to carry out. You will initially report to **the Senior Manager – Human Capital Management** of the company. Your reporting may change according to business and operational needs and, if so, will be communicated to you accordingly.
10. The age for retirement from services of the company is 60.



11. You will devote full time to the work of the company and shall not undertake any other direct / indirect business or work, honorary or remunerative, except with the written permission of the Company.
12. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety. You shall be bound by the code of conduct and policies as laid down. Any breach of code of conduct and policies, during course of employment, shall result in immediate termination with no resulting severance compensation in lieu thereof.
13. As an important member of the company, it is expected that you are available during normal working hours and days of the company. It is also expected that there will be contingencies at work based on business needs and in such a contingency, you will make yourself available.
14. While the working hours of the company are from 9:00am to 6:30pm, all staff members of the company are expected to be available for communication even out of office hours, keeping in view that some of our customers and partners reside in different global time zones.
15. You will be eligible for 22 days vacation time during the course of your employment, in any given calendar year. Vacations applicable shall be pro-rated based on joining date. Vacation policies are part of the staff handbook and shall be provided to you on joining.
16. You will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business or financial data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without the specific authority of the company's designated person, to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in the service of the Company, you shall not disclose them to anyone. You will need to sign a confidentiality / non disclosure agreement on joining the Company.
17. You will assign the Company right, title and interest in any invention or improvement that you may make solely or jointly in the course of your employment with us. All inventions or improvements made during the course of your employment with the company shall be considered "works for hire" and shall belong solely to the Company.
18. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.



19. During the term of employment and in the event of cessation of services with the Company for whatsoever reason, you agree that, in addition to any other limitation during the term of your employment and for a period of one year after the termination of your employment, you will not directly or indirectly;
- Solicit or accept employment with any customers of company or their subsidiaries to which you have had access to as an executive of the company.
 - On your behalf or as a partner or as an officer, director, an employee, agent or shareholder or any other entity; or person or as a trustee, fiduciary of other representative or any other person or entity.
 - Employ, solicit the employment of, or encourage or aid any other party to employ or solicit the employment of any company or group employee or independent contractor to terminate employment with company or Group Company.
 - Contact any persons or companies which are customers or prospective customers of Company or any of its affiliates or subsidiaries for the purpose of soliciting the customers or prospective customers in competition with company, its affiliates or subsidiaries nor solicit or divert or cause anyone to solicit or divert, any such customers or prospective customers from Company and its subsidiaries, affiliates.
 - For the purposes of clarity, Company client means any organization or person or franchisee to which for a fee or charge, Company has provided services. A prospective client means a person, or any other organization or person to which Company has within the twelve months period preceding such termination or separation of employment, submitted a proposal to provide services, the preparation of which included your direct involvement.
20. The Company may alter your title or vary remuneration, benefit, facility or perquisite extended to you, on a review of the Company's fiscal, engineering and business performance, strategic plans, and economic environment, at predetermined times, as per company norms, or under exigencies of business.
21. Your appointment is transferable and the Company, with mutual consent, may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer.
22. Upon leaving the Company, you will not take with you technical literature, source code, software, tools, designs, IP, CD's, floppies,



ROSSELL TECHSYS
(A DIVISION OF ROSSELL INDIA LTD)

computer print-outs, any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

23. Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment within seven days of receiving this letter. Please note that you are expected to report for duties on or before the **Tuesday, 02 July 2014**. If you do not report for duty on the specified date this offer will stand withdrawn and cancelled, unless notified in writing by you and accepted by Company.

Yours faithfully,

For **Rosell Techsys (A Division of Rosell India Ltd)**


Rajeev Ranjan
Senior Manager Human Capital Management



Accepted: _____
[Ms. Karuna M]
Date:

Address:
#4, Syndicate Bank Colony,
Magadi Main Road, Opp.
Kamakshipalya Police Station,
Bangalore - 560079 ;
Mobile: +91-9164493443



Salary Breakup of Ms. Karuna M

	Description	Amount in Rupees	Remarks
Fixed Component			
Salary	Basic	8000	
	House Rent Allowance	3200	
	Local Conveyance	800	
	Special Allowance	7040	
	Salary (PM Rs.)	19,040	
Other Benefits	Provident Fund	960	Company contribution
	Total Monthly Package	20000	Twenty Thousand Rupees only

Annual CTC Rs.	240,000	Two Lakh Forty Thousand Rupees only
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Other Benefits:

Group Medi Claim Insurance scheme for 3.5 Lakh p.a. (for hospitalization expense reimbursement for employee, his/her Spouse and 2 Children)

Group Accident Insurance for 5 Lakh (under this policy, you will be under insurance coverage against any accidents round the clock)

Employee Deposit Linked Insurance(EDLI) scheme (Benefit for your family that accrues through employer contributions to govt. employee pension scheme in the event of a fatality)

Note: Net salary (take home monthly salary) = (Salary - Provident Fund - Professional Tax - Income Tax)



Offer of Appointment - Annexure

Documents to be submitted at the time of joining

1.	Relieving Letter [Not applicable at entry level] Original and one photo copy	
2.	Experience Letter [Not applicable at entry level] Original and one photo copy	
3.	Pay-slip for last three months [Not applicable at entry level] Original and photo copies	
4.	All original mark sheets and certificates starting from 10 th standard to highest qualification including all semester mark sheets and certificates Original and photo copies	
5.	Passport size photographs - 4 nos.	
6.	Form 16 [Not applicable at entry level] Photo copy	
7.	For Identity Proof: Any one the following: Passport / Driving License / Voter ID card / PAN card Original and photo copy	
8.	Please send your update resume in MS-Word (Doc/RTF) Format to: rajeev.ranjan@rosselltechsys.com With Subject Line: <i>New Joinee/ [Date of Joining] / [skill-set]</i>	

Note:

Bring all the above-mentioned documents without fail on the day of joining. Joining formalities could not be completed without the above-mentioned documents. If you need any clarification please send mail to rajeev.ranjan@rosselltechsys.com

Please report at the address given below to complete joining formalities:

Rossell Techsys

(A division of Rossell India Limited)
74, 3rd Cross, EPIP,
Whitefield, Bangalore – 560 066
Phone: +91-80-39999401