

Ref No.2015IND02839_1_1

Date :21st April,2015

Mr. Aravindhan Jayakumar
162 , Jain Street ,
Venkudram Village , Vandavasi - 604408,
Chennai,
TamilNadu,
India.

Dear **Aravindhan Jayakumar**,

We welcome you to join a progressive and winning team with a passion for technology and excellence. We are dedicated to providing opportunities, career advancement and development to our people and we are sure you will find your career with us a challenging, learning and rewarding experience.

We are pleased to confirm our offer of employment to you as **Systems Analyst** in our Organization under the following terms and conditions.

TERMS AND CONDITIONS :

1. Your Annual Guaranteed Compensation will be **Rs.361000** (Rupees Three Lakh Sixty One Thousand Only) and you are also entitled for a Variable Compensation of Rs.19000 (Rupees Nineteen Thousand Only), however you can also earn upto Rs.23750 (Rupees Twenty Three Thousand Seven Hundred Fifty only) based on your performance .The details of the above said components are enclosed in Annexure 1.
2. You are currently positioned as Grade **E2** in the organization which entitles you to specific benefits. The details are enclosed in Annexure 1.
3. **Medical Insurance** : In accordance with the Company's policy, you and your family (spouse & 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
4. **Location** : Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
5. **Annual Leave** : You will be entitled to twenty-four working days of leave per annum subject to prior approval by the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard.
6. **E-mail ID & Contact Details** : You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

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7. **Relocation** : If you are stationed outside of **Chennai**, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.

8. **Transport Facility** : In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your salary. More details would be provided upon your joining.

9. This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 12.

10. You will be on probation for a period of six months, which may be extended by the Company at its discretion. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate this contract by giving one month notice in writing or one month of Gross CTC in lieu of notice. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period or waive off the same.

11. Post confirmation, your services may be terminated by either party by giving 60 days notice period in writing or 2 months gross CTC in lieu of notice. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period or waive off the same.

12. For any reason, if you cease to be an employee of the Company within one year of your joining date, you shall be liable to payback all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs immediately. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable to you. However, the company reserves the right not to accept payment or waive off the same.

13. Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

14. **Secrecy** : During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

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15. Activities : During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company.

You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance to clause 21.

Employees who have been identified as critical roles in the organization, will have to be connected with CSS Corp emails at all times during their employment.

16. Assets and Materials furnished by Company : Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

17. Non-Solicitation : For a period of one year after termination of your employment, you shall refrain from rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve months prior to your separation from the Company. During the term of your employment with the Company and for a period of 12 months thereon, you shall not solicit, entice our personnel, contractors to terminate their employment with us / join with any other organization / firm. For the purpose of this para the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with us.

18. Work Done For Hire : All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company.

19. Governing Agreement : If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Appointment Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Appointment Letter.

20. Tax : All payments to you, by the Company shall be subject to the deduction of applicable taxes / levies, as per the prevailing statutory provisions.

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21. CSS Corp reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

22. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice.

23. **Retirement** : You will retire on the last day of the month in which you complete sixty years of age.

24. **General** : The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules of the Company framed from time to time.

We look forward to having you on board on or before **25 May 2015** . As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to us or confirm your acceptance by e-mail to **Vaishnavi.Panneerselvam@csscorp.com** before **21 Apr 2015** else this letter would stand void.

For CSS Corp Pvt Ltd

I accept the above terms and conditions.

Jayaraj Murugaiyan
Senior Manager

Candidate Signature :
Date :
Date of Joining :

1. Annexure 1 - Salary Working & Benefits

2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name	Aravindhan Jayakumar			
Designation	Systems Analyst		Grade	E2
Explanatory Notes			Monthly	Annual
Fixed Components				
Basic			9,025	108,300
House Rent Allowance			4,513	54,150
Special Allowance			12,507	150,079
Statutory Bonus			700	8,400
Transport Allowance			2,256	27,075
Statutory Benefits				
Employer Provident Fund			1,083	12,996
Total Guaranteed Compensation			30,083	361,000
Variable				
Individual Performance Pay				19,000
Total Variable Compensation**				19,000
Benefits				
Personal Accident Disability Cover				500,000
Accidental Death Cover				1,000,000
Group Term Life Insurance Cover				1,000,000
Employee Direct Linked Insurance Cover				132,000
Hospitalization Insurance for Self, Spouse & 2 Dependent				200,000
Leave Encashment upon exit	60 days	Basic		
Deductions				
Income Tax & Profession Tax - As per applicable rules				
Provident Fund - 12% of Basic (employee contribution)				
ESI & Labour Welfare Fund - As per applicable rules				

*Special Allowance includes LTA & Medical Reimbursement

*Tax Exemption on Medical Reimbursement will be provided upto Rs.15,000 on production of Bills.

*Tax Exemption on LTA will be provided as per prevailing IT Rules on production of proofs.

**All variable payments are eligible to be paid only if on rolls as on date of payment.

***All allowances are eligible to be paid if period in consideration has been served

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Other Benefits :

1.Time Zone Allowance (NSA)**:

Time Zone	IST Equivalent	E2
U.S	Shift ending after 11:00 pm and starting on or before 5:30 am	Rs.150/day
Europe	Shift ending between 10:00 pm and 11:00 pm	Rs.100/day

2. **Relocation Limits **:** The relocation limit is based on the grade and the marital status. The following heads are covered under relocation expenses

i.**Reimbursement of Travel Cost :**The Company will reimburse travel up to one-way fare for the employee and his/her immediate family (spouse and dependent children only) from current location to place of employment on the submission of original air ticket / boarding-pass / train ticket as mentioned below.

Grades	Distance/Duration	Mode / Class of Travel
E2	Distances > 600km or Journey Duration > 12 hrs	Economy Air

ii.**Accommodation:** Company will arrange for accommodation only for the employee for the initial settling-down period of fifteen days (15 days) in the Company approved guest house / hotel. Food /Laundry / Telephone Bills/ any other expenses incurred during the stay will be borne by the employee. This accommodation payment will be done directly by the Company.

Insurance coverage: 1% of value of goods declared or Rs.2500/- whichever is lower.

* Reimbursement will be done within one month from the date of joining, subject to submission of supporting bills and claims.

****Subject to change as per Company policy.**

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :

- i) Degree certificates and those of other professional qualifications
- ii) Photocopies of Certifications if any

2. Recent Color Photographs

- i) Passport size photographs – 4 Numbers for self
- ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

- i) Last 3 months salary slips and/or copy of last salary revision
- ii) Relieving letter from last employer
- iii) Service certificates
- iv) References of two people with whom you have worked.
- v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details

- i) Copy of Valid Passport and Valid Visas
- ii) Copy of PAN Card
- iii) Copy of Ration card / address proof
- iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND/SUPERANNUATION FROM PREVIOUS COMPANY

If already a member of a Provident Fund PF with previous employer, then:-

Employer's name

Dates of joining and leaving service with them

Name and address of the Regional Provident Fund Office

Personal PF account No.

Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme

This is a computer generated offer and does not require any signature

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