

Clarion Technologies Pvt. Ltd.

A SEI CMMI Level 3 Certified Company



17-Feb-2021

To,
Harshitha Urs K
D/O Krishnaraje Urs N, #351, Nayakara
Beedi Hinkal, VTC Mysore,
Karnataka-570017

Sub: Appointment Letter

Dear Harshitha ,

Welcome to Sacumen (A Division of Clarion Technologies Pvt. Ltd.)!

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings

Further to your application / interview, we are pleased to appoint you in our establishment Clarion Technologies Pvt. Ltd., Head Office of which is situated at 4th Floor, S-4 Towers, Magarpatta City, Pune - 411 028. On the following terms and conditions :

1. You will be designated as “Associate Software Engineer” on the terms and conditions discussed and agreed on **17-Feb-2021**.
2. Your CTC is **Rs.3,20,000/-** per annum (Rupees Three Lakh Twenty Thousand Only). Compensation package is as per the sheet attached. Applicable deduction will be made from your gross compensation. Your compensation is a confidential matter between you and Clarion. It shall not be discussed or disclosed to anyone within or outside the company without the prior written permission.
3. You will be required to conform to and follow all the rules and regulations of the company in force from time to time. If there are no rules in respect of any point, in that event you shall be governed by customs, usage, procedure or practice of the company.
4. You shall intimate to the company **30 Days** in advance, if you desire to leave the services.

Harshitha Urs K

CLARION TECHNOLOGIES PVT. LTD.

4TH FLOOR, TOWER S-4, MAGARPATTA CITY, HADAPSAR, PUNE - 411028, MAHARASHTRA, INDIA

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5. The company has the right to recover the amount paid towards joining bonus, relocation allowance, and temporary accommodation at the time of joining in case you decide to leave the organization within 6 months.
6. If your performance or conduct is not found to be satisfactory then your services are liable to be terminated, without assigning any reason and the decision of the company shall be final and binding on you. On termination of your services, you shall ensure proper knowledge transfer; handing over the papers, documents, key and any other property of the company forthwith.
7. You are liable to be transferred to any of our establishments / offices / branches/ departments in India or to be established at a later date at the discretion of the management. In the event of your transfer to any of other establishments / offices / branches/ departments your remuneration and emoluments may be altered.
8. You agree that -
 - a) During your employment with the company you shall fully devote your time to the work of the company and shall promote its interest.
 - b) During your employment with the company and even after you cease to be an employee of the Company without any limitation of period, you shall not engage in any of the following/related activities: "You agree that you will not, in any communication with any person or entity, including any actual or potential customer, client, investor, vendor, or business partner of Company, or any third-party media outlet, make any derogatory, disparaging or critical negative statements against Company or any of Company's managers, directors, officers and employees, orally, written or otherwise. This includes and is not limited to social media channels such as Facebook, Twitter, LinkedIn, Online blogs and Forums, Clarion's internal forums/chats/ClarionConnect/any email sent to an employee/outsider and the like.
 - c) In case you find any other employee doing so, you will immediately report to HR/ concerned authority of any such activity. Failure to observe these rules may call for your immediate termination without any notice and/or compensation or obligation whatsoever besides which you may be liable for legal action as may be necessary.
 - d) The company has the right to obtain injunction against employee/ ex employee, without prejudice to claim damages, losses, etc.

Harshitha Urs K

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9. You shall at all times conduct yourself in a manner benefiting your position as show civility to and strictly obey and carry out all lawful orders and instructions of persons placed by the company's confidential information or their connections, and trade/business secrets or affairs. You will be bound by the conduction presented in any Non - Disclosure Agreements signed by Clarion.

10. You are Strictly prohibited from the following

Intentionally introducing or cause to be introducing any computers contaminant or computer virus into any computers, computer system or computer network.

- a) Damage or causes to be damage any computer, computer system or computer network, data, computer database or any other program residing in such computers, computer system or computer network
- b) Disrupt or causes disruption of any computer, computer system or computer network.
- c) Sending any type of unofficial or Spam mails from or on behalf of Clarion
- d) Installing any software on any computer without prior authorization

11. During the terms of your Agreement, you will have access to certain proprietary information including customer prospect lists, project pricing, Customer's project details and needs, research and development, other confidential information for both Clarion and its customers. You will hold in trust, and not disclose to any party, directly or indirectly during your employment with Clarion and thereafter such confidential information.

12. In consideration for the compensation paid to you under this agreement, you covenant and agree that during the period of your employment, there under and for five years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any Clarion client without Clarion's written consent. You further agree that you will not solicit or entertain offers from any of the existing or former clients of Clarion, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Clarion withdraw their business from Clarion. You further agree that you will not solicit any Clarion employee or consultants to terminate their contractual agreements with Clarion.

Harshitha Urs K

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13. Both the parties to the present Agreement hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.

14. This letter of appointment has been issued to you on the basis of the information furnished by you about yourself in your RESUME. If any of the details and information furnished in your RESUME thereafter found incorrect, or if it is found that you have concealed or withheld any essential details, your employment is liable to be terminated on that score.

15. Your appointment is subject to the rules of the company whatever is applicable to you presently or may come in force in future.

16. In accordance with the standard practice of the company, you shall treat the terms of the contract of employment as confidential.

17. You would be required to sign a separate non-disclosure agreement.

In case you are agreeable to the above terms and condition, kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,

Varsha Singh
Human Resources
Sacumen (A Division of Clarion Technologies Pvt. Ltd.)

Accepted

Harshitha Urs K
Harshitha Urs K

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Compensation Structure for **Harshitha Urs K:**

ANNEXURE 'A' - SALARY BREAKUP

Salary Breakup		
	Monthly	Yearly
Basic	8700	104400
HRA	3480	41760
Education Allowance	200	2400
Medical	1250	15000
Conveyance	1600	19200
Statutory Bonus	725	8700
LTA	1450	17400
Other Allowance	6133	73596
Gross	23538	282456
Employer's PF Contribution (12% of basic)	1044	12528
Gratuity (4.81% of basic)	418	5016
CTC	25000	300000
Performance Variable		20000
Total CTC		320000

Note: Performance Variable will be payable at year end and will be recurring annually.

ANNEXURE 'B' - ADDITIONAL BENEFITS (if any)

#	Benefit Type	Amount	Occurrence	Payable By
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NA

NOTE:-

1. You will be eligible for Annual Appraisal.
2. You will have 30 Days of Notice Period.
3. Your take home pay will be the total net compensation less the amount of your PF contribution, professional tax, other deductions like medical insurance and INCOME TAX deductions based on your savings and the details of savings furnished by you.

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4. The reimbursement amount is paid on monthly basis. Bills for Medical/LTA Reimbursement to be submitted to Accounts Department. In case the bills are not submitted, the amount can be claimed subject to TDS
5. Any revision of allowance or perquisite will not apply to you till you are specifically notified.
6. Gratuity as per the company policy and Gratuity Act as applicable from time to time.
7. You will be governed by the company's service/conditions/policies/processes as may be in force from time to time.
8. CTC is inclusive of Medical Insurance of Employee. The same will be deducted on monthly basis. However, if you already have your own Mediclaim insurance it will not be deducted.
 - Group Accident Policy INR 448 annual premium for INR 12,00,000 cover.
 - Group Mediclaim Policy INR 5,653 for Self and Spouse individually, INR 2,319 for Child and Per Parent INR 19,354 annual premium - for INR 3,00,000 cover.

Insurance Benefit Type	Annual Premium	Total Coverage Amount
Group Accident Policy	INR 448/- Only	INR 12,00,000/-
Group Mediclaim Policy	INR 5,653/- for self only	INR 3,00,000/-
Additionally, you can cover dependents by paying additional premium as per the table	INR 5,653/- for spouse	
	INR 2,319/- Per Child	
	INR 19,354/- Per Parent	

9. Holidays and Leaves:

The Company observes ten holidays per calendar year as announced at the beginning of the calendar year.

You will be entitled to twenty-four (24) days of Privilege Leaves per financial year.

And one (1) day special leave (either for Birthday or Marriage Anniversary).

Employees deputed at client locations will have to follow client holidays based on locations.

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10. Other Benefits:

You can avail the benefit for Sodexo Meal Voucher with a maximum limit of INR 3,500/- per month. If interested, please connect with the admin team after joining.

11. Working Days & Timing:

Regular working days are Monday through Friday. Employees deputed to client site would have to adhere to direction provided by the client on working days and shifts. You may also be required by the Company to work before and after regular office hours as well as on holidays as the exigencies of work demand. The normal working hours are forty hours/week, Monday through Friday. The company follow 10.00 AM to 7.00 PM schedule for log in and log out. However, the log in & log out schedule can be flexible based the project requirement as long as you follow 9 hours of log in time.

Sincerely,

Varsha

Varsha Singh
Human Resources
Sacumen (A Division of Clarion Technologies Pvt. Ltd.)

Accepted

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