

July 25, 2020

Employment Offer Letter

Mr. Ganganapalli Hussain Valli
Kadapa

Dear Hussain,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as **Efficiency Consultant - Technology** with the following terms and conditions:

1. You will join us on or before **July 27, 2020** (Tentative). Please note that this offer is contingent on your successful completion of the background verification process. Non-conformance in the background verification will render this offer null and void.
2. You will be on probation for a period of 3 months from the date of joining and your confirmation would be dependent on satisfactory completion of your probation period. During probation, no leaves of any kind except emergency medical leaves will be granted.
3. You will be based at Chennai. You are however, liable to be transferred to any of our offices in India, or overseas or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules for the time being in force.
4. Your annual cost to company (CTC) will be **Rs.144,000 (Rupees One Lakhs and Forty Four Thousand)**. The components of the said CTC are detailed in Annexure A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
5. You will be entitled to allowances as detailed in Annexure A. You will also be covered by Provident Fund, Medical (Self, Husband/wife & dependent children/parents) and other schemes of the company as applicable to your category that are in force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.
6. The employment offer is valid for one week from this date of offer. If the company does not receive any confirmation from you within the stipulated time this offer shall lapse automatically and then there shall be no further communication from the company in furtherance of this offer of employment. Your acceptance should accompany a resignation communication on the present position.
7. You will be required to give 60 days' notice to terminate this appointment after confirmation. The notice period during probation will be 30 days from your end to the company as well as from company to you. The last working day would be decided at the sole discretion of the management and in the event of being relieved without serving the said notice period, such un-served notice period shall be adjusted against the existing leave balance or an equivalent of basic salary. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach

of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other cases, the Company will have the right to terminate the appointment by giving 60 days' notice or payment of salary (Basic Salary only) in lieu of notice or any part of the notice. Company has the right to deny any early relieving and not to accept any leave adjustment or notice buy out. In case of employee availing any leave of any nature during notice period, the notice period will get extended by equal number of working days.

8. Buyout Option: Candidates getting onboard on buyout option will be liable to return the buyout amount, if the candidate is leaving the organization within one year of completion.
9. Any revisions of your compensation package, promotions, and your continued employment with the Company are all subject to you meeting the performance levels applicable to you from time to time. Your performance may be informally discussed with you by your manager/s on a regular basis.
10. Leave: You will be entitled for casual leaves of 8 working days in a calendar year. This will include any sick leaves, casual leaves or leaves availed on any other count except government holidays. These leaves cannot be accumulated and will lapse every end of the calendar year in December. You are also entitled to 10 working days of earned leave which can be carried forward and accumulated to the maximum of 20 days. The leaves are accumulated on a pro-rate basis.
11. You will not divulge to any unauthorized person, nor use for any purpose other than company's during the period of your employment with us, or thereafter, any information concerning the company's (or its associates) operations, know-how, secrets etc. that you may come to acquire as an employee of the company.
12. **Yours Efficiently** shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. Further, you will be required to sign an 'Employee Agreement / Non-Disclosure Agreement' at the time of joining.
13. You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by **Yours Efficiently** for your use. On demand, you shall take steps to return such assets, properties, etc., back to **Yours Efficiently** in same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the company. Failing this, the company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost of such assets, properties, etc.
14. Whenever there is change/update in your personal information, you shall notify the Company in writing within three days.
15. You will be governed by the Rules and Regulations of the company as are in force at present and / or as may be introduced from time to time.
16. You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.
17. The Company may require you to travel from time to time within India or abroad, at its client sites for training or work. This includes overseas assignment to work for clients. Considering the substantial investments, Company will require you to sign an agreement to serve the Company

for a specific minimum period of time after receiving such training or overseas assignment. The details of this agreement shall be spelt out at the time of nominating you to such training or assignment.

18. Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application form, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company. In such situations, no remuneration is payable by the company for the period you have been employee of the company. Any remuneration already paid by the company is required to be refunded immediately to the company. Background Verification through reputed agencies will be conducted. First salary will be issued only after such Background Verification has come clear (Green Status) with no negative notations by the BG agency. In case BG comes with negative notation (Red or Amber status), the employment will be terminated with immediate effect with no salary liability of the company.
19. Without affecting your obligation to give accurate information about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information you have given the Company, and for verifying whether you have a criminal record or a record of any indiscipline or misconduct with a previous employer. By signing this letter you shall be deemed to have consented to such a procedure of 'background check' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.
20. You shall submit within 2 business days all the documents detailed in the attached checklist, from the date of accepting this offer (2 business days from the date of receiving firm joining date in case of conditional offer).
21. Any future changes in the company policies, rules & regulations will supersede the terms mentioned in this letter.
22. You will not be serving our clients (where you have worked as a **Yours Efficiently** employee) for a period of two years from the date of separation without our written permission. This is further elaborated in "Employee Undertaking / Non-Disclosure Agreement" to be agreed as part of joining formalities.
23. You shall retire from services of the company on attaining the age of superannuation as determined from time to time. For this purpose proof of age in official records with the company will be treated as final. Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Chennai High Court / Chennai Courts.

We welcome you to **Yours Efficiently**, and look forward to a long and happy association.

You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,

For **Yours Efficiently Consulting &
Technology Services Pvt. Ltd.**

Dhiraj Bothra
Director

Declaration:

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

Read, understood and agreed.

Name:

Signature:

Date:

Annexure A

Compensation Structure

Name:	Ganganapalli Hussain Valli	
Designation:	Efficiency Consultant - Technology	
Location:	Chennai	
	Monthly	Annual
Basic	₹3,000	₹36,000
HRA	1,800	21,600
Conveyance	1,600	19,200
LTA	1,000	12,000
Special Allowance	3,350	40,200
Medical Reimbursement	1,250	15,000
Medical Insurance	1	
Provident Fund Contribution	2	
Variable Pay	3	
Retention Pay	4	
Gross Pay	₹12,000	₹144,000

1. Medical Insurance will be covered for employee. Until the time company has not implemented Medical Insurance, Employee can buy medical insurance and premium will be reimbursed subject to maximum amount mentioned above. As and when established, Medical Policy details will be provided.
2. Provident Fund Contribution by **Yours Efficiently**.
3. Variable Pay is payable every completed quarter subject to company performance. The Variable Pay will be prorated for any partial quarter, and is payable if an employee is on the rolls of the company on payout date.
4. Retention Pay is payable on work anniversary, if on rolls of the company on the date of the payout.

Annexure B

Documentation

Checklist of Documents for BG verification to be submitted at the time of offer acceptance (within 2 days of receiving the offer):

Please send the soft copies of the following documents via email to info@yoursefficiently.com

- All Educational Certificates including SSLC, 10+2, graduation, post-graduation or any other professional certifications
- Offer letter copy of current job
- Experience Certificates for the previous employment till date
- Last Drawn 3 months' Pay Slip
- Bank Statement for last 2 yrs and last 3 months
- Address Proof (Passport / Ration Card / PAN card / Driving License / Telephone Bill)
- Passport
- Signed offer letter
- Digital Picture

Please bring 2 sets of the copies (Xerox) at the time of joining.