

23-Aug-2024

A SaiKrishna Achary
hyderabad
hyderabad - 500003,
India.

Dear A,

Sub: Employment Letter

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Associate** in the **BPM Function** with **Quess Corp Limited (Division - Conneqt Business Solutions)** (The Company) with effect from **24-Aug-2024** on the following terms and conditions.

You will be paid an Annual Gross Salary of **₹ 1,82,964/-**. In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be **₹212300/-**. This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as "annexure A".

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above-mentioned offer shall be valid if you join us on **24-Aug-2024**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Telangana / Hyderabad** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time. You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to you submitting the following documents (originals to be presented)

Photo ID & Address Proof:	<ul style="list-style-type: none">• Passport Size photo PAN Card Aadhar Card Voter ID Driving License Passport Leave and License Agreement copy where applicable.
Education Proof:	<ul style="list-style-type: none">• 10th and 12th Marksheet/Board Certificate.• For Diploma/Graduation/PG require Semester wise marksheets & Passing Certificates.
Experience Proof:	<ul style="list-style-type: none">• Offer Letter & 3 Month Salary Slips / Reliving Letter / Experience Letter.
Bank Account Details:	<ul style="list-style-type: none">• Passbook / Cancelled Cheque with your name printed on the cheque.

For Quess Corp Limited



Anuja Niyogi
Associate Vice President | Human Resource
Conneqt Business Solutions

Quess Corp Limited

REGD. OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001
DIVISIONAL OFFICE: Krimson Square, 31/9, 3rd floor, Roopena Agrahara, Hosur Road, Bangalore-560068 | TEL: +91 40 66951733
CIN: L74140KA2007PLC043909

www.uesscorp.com; www.conneqtcorp.com

You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15 days** prior notice by either side. Upon completion of Probation period; your employment with the Company can be terminated upon **30 Days** prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30 Days** prior notice by paying you salary for **30 Days** in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the **30 Days** notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For **Quess Corp Limited**



Anuja Niyogi
Associate Vice President | Human Resource
Conneqt Business Solutions

I accept the terms of this letter

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ANNEXURE A

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (₹) Per Month	Amount (₹) Per Annum
A. Fixed Pay		
Basic Salary	6,192	74,304
House Rent Allowance	2,477	29,724
Advance Statutory Bonus	516	6,192
Other Allowance	6,062	72,744
B. PERFORMANCE INCENTIVE PMI : This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your Performance Rating. You will start earning PMI after 2 months post completing your Training and OJT Certification.	0/- per annum	
C. GROSS (A+B)	15,247	1,82,964
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1,470	17,640
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company) - 4.81% of Basic Salary	298	3,576
ESI -Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	496	5,952
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180	2,160
E. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and will be paid to PF Department towards employee's Provident Fund Contribution.	1,470	17,640
Insurance Contribution : Self + Spouse + 2 Children	150	1,800
ESI - Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary.	114	1,368
F. Net Salary.		
TAKE HOME - With Average PMI : (C - E)	13,513	1,62,156
TAKE HOME - Without PMI : (C - B - E)	13,513	1,62,156
G TOTAL COST TO COMPANY (C+D)	17,692	212300

Note : # Performance Pay shall vary based upon your Performance Rating.

Other Statutory deductions Like (P-Tax / Income Tax) will be deducted as per Government norms OR basis your taxable income,

For Quess Corp Limited



Anuja Niyogi

Associate Vice President | Human Resource

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Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absentsing yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to **30 Days'** notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name: A SaiKrishna Achary

Signature:

Date:

For Quess Corp Limited



Anuja Niyogi

Associate Vice President | Human Resource

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