

Employment Offer Letter**29.05.2018****HT-1018****Somireddy Rakesh Reddy****H No: 3-9-155/1/C, Saraswati Nagar,
Chintalkunta, Lb Nagar - 500070.**Dear **Rakesh Reddy**,

We are pleased to make an offer to you to join **HRUSTA TECHNOLOGIES PVT.LTD.** ("Company/ Hrusta/ Employer/ We/ our/ us"), as **Associate Functional Consultant** with expected date of joining on **20.06.2018**. Your total cost to Company will be **Rs. 480,000** per annum at the commencement of your service. You can get details of the salary structure in **ANNEXURE-I**.

Terms & Conditions of Employment

Working Hours: Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00 a.m. and 6.00 p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.

Leave Eligibility: You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.

Probation Period: There is a three-month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period (including extended period of probation, if any) the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons thereof.

Termination: We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

CIN : U72900KA2017PTC101874**Level 08, Building 3, TEC, Prestige Technostar,
Doddanakundi Industrial Area 2, Bangalore-560048, Karnataka, India.
Tel : 080-47363639 www.hrusta.com**

Employee Notice Period: Employee may terminate Employee's employment pursuant to this Agreement with at least Forty-Five (45) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.

Transfer: Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.

Salary Revisions: Remuneration will be subject to annual review. We believe in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the marketplace.

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 knowledge as an employee of the Company.

You will be required to sign a Proprietary Information and Inventions agreement on joining.

General: The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.

In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.

Hrusta Technologies has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter.

For **Hrusta Technologies Pvt.Ltd.**



Shubham Thakre
HR Manager

Signature:

Somireddy Rakesh Reddy

ANNEXURE-I

Total Cash Compensation Elements*		
Fixed Compensation(A)	Monthly (INR)	Annual(INR)
Basic Salary	20000	240000
HRA	8000	96000
Special Allowance	8650	103800
Conveyance	1600	19200
Medical Allowance	1250	15000
WFH Allowance	500	6000
Local Variable Bonus	0	0
Total Compensation	40000	480000

Required Documentation for On Boarding:

- Two copies of your passport size photographs (mandatory to be submitted).
- PAN card copy (mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates (Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof (mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers (if applicable).
- Passport copy, if available (if not please apply immediately).