



08<sup>th</sup> August 2016.

Dear Sivakrishna Kante,

We have pleasure in appointing you in our company, as **Software Trainee** at Hyderabad in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to Company policy.

### 1. APPOINTMENT

Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **22<sup>nd</sup> August 2016**.

- a. You will be on probation for a period of one year from the date of your appointment. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed.
- b. The retirement age is 58 years.
- c. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

### 2. COMPENSATION

You will be eligible to receive the following:

- a. Salary: You will be paid Yearly salary of **Rs.3, 40,000** during the probationary period.
- b. You will be entitled to other compensation and benefits in accordance with the Company policy as modified and intimated to you from time to time.
- c. Your salary will be reviewed periodically as per Company policy.
- d. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

### 3. OTHER BENEFITS

- a. Leaves, holidays and working hours as applicable to your category of employees and location of posting.



- b. Perquisites, if any, as applicable to your category of employees and / or based on functional requirements as determined by the company.
- c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- d. Participate in the Company Medical Assistance Program and Contributory Mutual Benefit Program for your category of employees.
- e. Company sponsored and administered Employee Benefits Program for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

#### **4. RESPONSIBILITIES**

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Veritas Soft Solutions Pvt. Ltd, whether directly or indirectly.
- b. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- c. We at Veritas Soft Solutions Pvt.Ltd are committed to ensure “Integrity” in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment with Veritas Soft Solutions Pvt. Ltd. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or this letter, shall immediately be brought to the notice of your Business Unit Head.



## **5. CONFLICT OF INTERESTS**

- a.** You are required to engage yourself exclusively in the work assigned by Veritas Soft Solutions Pvt Ltd and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head
- b.** You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Veritas Soft Solutions Pvt Ltd.
- c.** The Conflict of Interests Policy also refers to the need on your part, during the employment and for a period of one year from the cessation of your employment with Veritas Soft Solutions Pvt Ltd (irrespective of the circumstances of, or the reasons for the cessation) not to solicit, induce or encourage.
  - I.** Any employee of Veritas Soft Solutions Pvt Ltd to terminate their employment with Veritas Soft Solutions Pvt Ltd or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - II.** Any customer or vendor of Veritas Soft Solutions Pvt Ltd to move his existing business with Veritas Soft Solutions Pvt Ltd to a third party or to terminate his business relationship with Veritas Soft Solutions Pvt Ltd.
  - III.** Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, understand the position of Veritas Soft Solutions Pvt Ltd and resolve the conflict.

## **6. CONFIDENTIALITY**

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or divulge any such Confidential Information except as may be required under obligation of law or as may be required by Veritas Soft Solutions Pvt Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Veritas Soft Solutions Pvt Ltd (irrespective of the circumstances of, or the reasons for the cessation)



## 7. GENERAL

- a. We trust that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.

## 8. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving 15 days notice during probationary period and two months on confirmation. Veritas Soft Solutions Pvt Ltd reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem for even prior to the expiry of the notice period.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

With best wishes to you for a long and successful career with **VERITAS**

Yours Faithfully,

**AGREED TO AND ACCEPTED**  
**Signature:**

For Veritas Soft Solutions Pvt. Ltd.



Vinay Kumar P  
Manager





## ANNEXURE-I

### SALARY STRUCTURE

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	15583	187000
HRA	6233	74800
CONVEYANCE	800	9600
MEDICAL	1250	15000
TRANSPORT ALLOWANCE	1000	12000
SPECIAL ALLOWANCE	3467	41600
C.T.C	28333	340000