

Ref No:

Date:

To,

Employee ID:

Dear

This is with reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Rigved Infotech Private Limited** w.e.f.

The broad terms of this appointment are as follows:

1. You will be an employee of **Rigved Infotech Private Limited** w.e.f. . You will initially be located at . However, for fulfilling the company's business needs from time to time, you may be transferred; assigned or deputed to the locations of the clients of the company, or locations of the group companies or subsidiaries of the company as a representative of Rigved Infotech Private Limited.
2. **Compensation:** Your annual compensation will be INR /- Per Annum () subject to deductions required under law and as per applicable policy of the company, if any. If your compensation involves a performance based variable amount which will be paid as per the prevailing company policies.
The detailed structure is mentioned in **Annexure I**.
Compensation structure as well as your governing role/grade/designation is liable for modification from time to time at company's sole discretion and company's decision shall be final in such a case.
3. **Probation Period:** You will be on probation for a period of 6 (Six) months. Unless the company writes to you about extension of your probation period or your non- confirmation within 15 days on completion of your probation period, you will be automatically confirmed upon completion of probation period and no confirmation letters shall be issued. Your employment confirmation on successful completion of probation period, shall be subject to successful background verification, submission of accurate mandatory document as mentioned in checklist provided in Annexure II. Company shall have a right to terminate your employment during the probation period by giving 15 days' notice or proportionate amount of such notice period from **Rigved Infotech Private Limited**.
4. **Performance Review:** Company will review your performance as per company annual appraisal policy. Your increments in the salary are subject to sole discretion of the company, its policies and will be subject to and on the basis of your effective performance and results during the period.
5. **Reporting Hours:** While you are working at any of the Rigved Infotech Private Limited offices, your

office timing will be 9.30 am extended up to 6.30 pm, 9 hours a day (or as per the business need) with 5 working days in a week and Saturday & Sunday as week off (or as per the business need).

If you are posted onsite at any of our client's offices, then your office timing and workdays will be as per the client's schedule. Considering the urgency of meeting the deadlines of specific assignments and other conditions prevailing at the time, you may be required to put in extra hours/days at work/ work in any shift as required. During the term of this agreement, you shall devote as much of your productive time, energy, and abilities to the performance of your duties hereunder as is necessary to perform the required duties in a timely and productive manner.

6. **Leave:** You will be entitled to paid leave/unpaid leaves as per company policy.
7. **Standing Instructions:** You will be bound by the company policies which will be communicated to you, from time to time. It will be your responsibility to keep yourself abreast of the same and comply with code of conduct & all the company policies.
8. **Training and Development Programs:** The company may provide various training programs for your skills and career enrichment during your stay with the company. If you leave the company within two years of completion of any such training provided to you, you will be liable to pay back the cost of such training to the Company.
9. **Medical Fitness:** The company reserves the right to get you medically examined by a medical practitioner nominated by the company and your further employment will depend on your being found medically fit by company doctor.
10. **Background verification:** The company reserves the right to verify your documents and background through internal and external agencies. If any discrepancies with regards to documentation are discovered after you have joined the company, you are liable to be terminated (the employment relationship may be treated as 'void ab initio'), without prejudice to other rights and remedies available to company under the law or otherwise.
11. **Uninformed Absence from work:** Your Uninformed absence from work for continuous period of more than 3 days will be treated as absconding from duty and the event of you not reporting within 7 days from the date of absence, the same would be treated as "Voluntary abandonment of service". In such an event you shall be liable to refund without prejudice to other rights and remedies available to the company, the salary in lieu of shortfall in notice period and other dues payable to the company as specified. The Company holds the right to withhold any of your payable, experience letter and BGV in case of absconding.
12. During the course of your assignment, you will deal with some important or confidential information and/or material either of the company or of the client. It is understood that you will not part with this information to anyone at any point of time without the written consent of the company.
13. You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you.
14. You will be required to read and comply with the employee undertaking annexed hereto as an Annexure III.

15. Your continued appointment will be based on several factors which will be reviewed from time to time, including, the accuracy and completeness of all the information mentioned in your application and the interviews you had with us, your flexibility in taking on assignments which are allotted to you after due discussions and your overall performance in the company.

16. In case your performance is not satisfactory as per the role expectations, the Company has the right to initiate strict action as deemed fit.

17. Termination /cancellation of employment:

A. By You:

1. During the probation period if you wish to discontinue this engagement by serving prior written notice of 1 Month or as mentioned in the appointment letter.
2. After probation, if you wish you may discontinue this engagement by serving prior written notice of 3 Months .
3. The discretion to accept pay in lieu of notice rests with the company and you will be bound by any such decision. You will be required to work through the notice period.
4. In the event of an employee terminating the employment relations with the company without serving required notice period and/or without giving proper handover; will not have the right to claim the remuneration for the respective period and experience/relieving letters or BOTH. Further in such case, other consequences will follow.
5. In either cases mentioned above, The company also reserves the right to recover the costs of any specific expenditure incurred at the time of joining (relocation expenses, joining bonus etc. if any), either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfill your part of the obligation, either to travel or to complete the assignment.

B. By Company:

1. Post employment confirmation, this appointment may be ended by the Company with a notice period of 90 days or pay in lieu of notice.
2. In case your services are terminated by the company for any reason whatsoever including termination due to breach of the existing policies or for any kind of misconduct, then the company may take the decision of releasing you with immediate effect and will not be liable to pay the notice payment for the full or balance notice period.
- 18.** You will not undertake any representation or employment, retainership, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) for any other company while in the employment of Rigved Infotech Pvt Limited.
- 19.** For a period of one (1) year following your separation from the company's employment, you shall not, directly or indirectly, hire, solicit, or encourage to leave the company's employment, any employee, consultant, or consultant of the company or hire any such employee, consultant or

consultants of company who has left the company's employment or contractual engagement within one year of such employment or engagement. Employee understands, agrees, and confirms that as long as employee is employed by Rigved Infotech Pvt. Ltd., he shall not participate directly or indirectly, or in any capacity, in any business or service or activity that is in competition with or similar to that of the Rigved Infotech Pvt. Ltd for the period of two (2) years post separation from the company's employment. You shall not solicit/entice the customers of Rigved Infotech Private Limited, for a period of two (2) years from the date of separation from the company's employment. This appointment letter, Terms of Employment Agreement, and employee handbook always available at <https://rigvedit.ascentpayroll.net> and changes thereto from time to time shall together constitute binding terms of your appointment which will govern your employment obligations with the company and/or its clients; before, during and post termination/end of your employment with the company.

We welcome you to the organization and look forward to a long and fruitful association.

Kindly sign the attached copy of this appointment letter by way of confirmation and acceptance.

Yours faithfully

For, Rigved Infotech Pvt. Ltd.

Dr. Nitin Pitty

Director

Read, understood, agreed, and fully accepted at free will:

Employee Name:

Date:

Signature:

Annexure I

Compensation:

Employee Name	
Location	
Band	
Grade	
Designation	
PF Applicability	
Annual Compensation (INR)	

Compensation Components	Annually (INR)	Monthly (INR)
Basic		
HRA		
Statutory Bonus		
National Pension Scheme (NPS) (Optional)		
Voluntary Provident Fund (VPF) (Optional)		
Reimbursable Flexible Benefits (Table A)		
Special Allowance		
Total Fixed (A)		
Variable Pay (B)		
Net Salary C=(A+B)		
Provident Fund (Employer Contribution)		
ESIC (Employer Contribution)		
Gratuity		
Insurance Coverage		
Total Benefits (D)		
Total Compensation E=(C+D)		
Provident Fund (Employee Contribution)		
ESIC (Employee Contribution)		
Profession Tax		
Total Deductions from Fixed Salary		

Guidelines:

1. Please note that the employees are expected and are responsible to visit the link <https://rigvedit.ascentpayroll.net> from time to time to keep themselves updated on the amendments in the applicable policies.
2. Tax Deduction at Source / Income Tax will be deducted as applicable as per prevailing Govt. Rules and Regulations.

Additional Benefits:

- Gratuity is payable as per the company policy under the Payment of Gratuity Act 1972.

Table A: Reimbursable Flexible Benefits

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000		Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000		Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1250 / Month	Based on declaration, Proof to be submitted
TOTAL	1,83,400			

Annexure II
List of mandatory documents

Required Docs	Submission status
Educational Documents:	
Class 10th / SSC Marksheets / Certificate	
Class 12th / HSC Marksheets / Certificate	
Graduation Certificate	
Post Graduation Certificate (If applicable)	
Any Other Certificate	
Work experience Documents:	
Latest Three Months' Salary Slips	
Latest 6 month's Bank Statement	
Last company Offer Letter, Appointment Letter	
Latest Appraisal Letter	
Last Company Relieving Letter	
All Past companies Experience Letter/s	
Latest Form 16	
KYC Documents:	
PAN Card	
Aadhar Card	
Valid Passport	
Current Address Proof	
Permanent Address Proof	
Passport Size Photo (White Background)	

Annexure III
Employee Undertaking

I undersigned undertake and agree that:

1. During the tenure of my employment, I will have access to, will receive, or may obtain information of Rigved Infotech Pvt. Ltd. and/or its clients. I understand that all information of Rigved Infotech Pvt. Ltd. and its clients is proprietary in nature, is highly confidential and has direct bearing on the business of Rigved Infotech Pvt. Ltd. and/or its clients. I undertake to treat all the information of Rigved Infotech Pvt. Ltd. and/or its clients confidential and proprietary and shall use the said information only for delivering the employment roles and responsibilities.
2. I understand that if such information is disclosed to any 3rd party or person; it will cause huge and irreparable loss to Rigved Infotech Pvt. Ltd. and/or its clients. I hereby agree, promise, undertake, and confirm that I will not disclose or use in any manner whatsoever any information of Rigved Infotech Pvt. Ltd. or its clients to any person or entity for any reason whatsoever without the prior written consent of Rigved Infotech Pvt. Ltd. It is clarified that for the purpose of this clause all information of Rigved Infotech Pvt. Ltd. and/or its clients whatsoever shall be treated as confidential and proprietary information.
3. I agree, undertake and confirm at my own free will and having fully understood the meaning and consequences that in case of breach of this Undertaking by or on behalf of me for any reason whatsoever and in any manner whatsoever; whether or not for any monetary gain; I will pay an amount equal to my current annual compensation to Rigved Infotech Pvt. Ltd. as mutually agreed, and genuinely pre-estimated liquidated damages.
I agree and understand that the said amount is minimum amount that Rigved Infotech Pvt. Ltd. shall be entitled to recover however Rigved Infotech Pvt. Ltd. shall in addition to the same take suitable legal actions for any further claim or other reliefs to the fullest extent permissible under law.
4. I understand, agree, and confirm that for the tenure of my employment with Rigved Infotech Pvt. Ltd., I shall not participate directly or indirectly, or in any capacity, in any business or service or activity that is in competition with or similar to that of the Rigved Infotech Pvt. Ltd.
5. I further agree and confirm at my own free will and having fully understood the meaning and consequences that in case of breach of this clause by or on behalf of me for any reason whatsoever and in any manner whatsoever; whether or not for any monetary gain; I will pay Rs 5 Lakh to Rigved Infotech Pvt. Ltd. As mutually agreed and genuinely pre-estimated liquidated damages. I agree and understand that the said amount is minimum amount that Rigved Infotech Pvt. Ltd. shall be entitled to recover however Rigved Infotech Pvt. Ltd. shall in addition to the same take suitable legal actions for any further claim or other reliefs to the fullest extent permissible under law.
6. I hereby understand, agree, and confirm that ownership of any and all work done by me during the course of my employment, or any derivatives thereof (including any invention) created while discharging employment services/responsibilities shall be with Rigved Infotech Private Limited. All work performed (including any invention) for Rigved Infotech Private Limited's clients is and shall

always be 'work for hire and I waive all rights to claim any IP protection for myself. I further understand, agree and confirms that I will not have, and Rigved Infotech Pvt. Ltd. Shall have any and all exclusive rights whatsoever including but not limited to intellectual property rights on any such work done or created by me during the course of employment or any derivative work as mentioned hereinabove. I hereby assign, transfer and relinquish any and all my rights and claims into such work or derivative work in favor of the company forever without any additional payment. I further undertake to sign necessary documents in favor of the company to give effect to this clause.

7. Return of Property: At any time upon request of Rigved Infotech Pvt. Ltd., and upon termination of employment, I agree to return promptly to Rigved Infotech Pvt. Ltd., including all copies of all Confidential Information or Developments, and all records, files, forms, materials, supplies, and any other materials furnished, used, or generated by me during the course of his / her employment, and any copies of the foregoing, and any other property of Rigved Infotech Pvt. Ltd. Including but not limited to laptops, ID cards, Access Cards etc. which are the sole property of Rigved Infotech Pvt. Ltd.

I hereby understand, agrees and confirms that any and all rules and policies and employee handbook of the company available at <https://rigvedit.ascentpayroll.net> and as may be amended from time to time shall be fully binding on the employee. In case employee breaches any term of its employment with the company; employee agrees that he shall be liable to pay the damages as may be decided by the company at its sole discretion.

Employee Name:

Date:

Signature:

Employer Name: Dr. Nitin Pitty

Date:

Signature: