

April 16, 2021

To
Mr. Kishorkumar ,
No: 7/289, Mariamman koil Street,
Pasumpon Nagar, Perumbakkam,
Chennai 600 100.

Dear Mr. Kishorkumar,

This has reference to your application and your subsequent interview with us. We are happy to offer you the position of **Programmer Trainee (Grade 1 - Level 1)** in our company with effect from May 3, 2021. The basic terms and conditions of your appointment are given below:

1. You will receive a basic salary of Rs.10,953/- (Rupees Ten Thousand Nine Hundred Fifty Three) only per month. (See Annexure for further details)
2. You will be on probation for a period of six months from the date of joining, at the end of which, if your services are found satisfactory, you will be confirmed on the permanent rolls of the company. The company may however extend the probationary period, if required.
3. During the period of probation either ~~party may terminate the employment~~ by giving thirty days notice. After confirmation, such termination can only be by giving ninety days' notice or salary in lieu thereof. The company shall have the right to terminate the employee for cause(s) such as breach of company rules, misconduct or non-performance. Also the company shall not be obligated to make payment of any compensation to employee other than earned but unpaid salary through the date of termination.
4. Your appointment will be subject to your medical fitness at the time of joining and at any time thereafter during the tenure of your employment with the company. The company reserves the right at all times, to direct you to undergo a medical check-up to ascertain your continued fitness for the job.
5. You will be governed by the service rules of the company as applicable from time to time.
6. You will be required to work for a minimum of eight hours a day, but the company reserves the right, due to exigencies of work, to increase the working hours as and when required.
7. The other terms and conditions of employment including perquisites and allowances are detailed in the Annexure to this letter.
8. In view of the nature of the company's business, you may be assigned to different locations both within India and abroad at the client's work place. When you are assigned for an abroad (onsite) assignment, your salary structure may be revised based on the country of travel. Please note that on an abroad (onsite) assignment you are required to complete the assignment before returning to India (HO). If you are not able to complete the full term of the assignment due to any personal reasons and wish to return you will have to get prior approval from the management. In spite of approval, replacement cost, and/ or any business losses or any other direct/ indirect expenses shall be recovered from you as decided by the management.



SRM Technologies Pvt. Ltd.

Global Headquarters: Palladium Building, Plot No.20, North Phase, Developer's Plot, Industrial Estate, Guindy, Chennai - 600 032, Tamil Nadu, India. Tel: +91-44-4000 3000

Branch Office: 10th Floor, 10th Cross, 10th Cross, North Phase Extension Area, Thiruvananthapuram, Kerala - 695 002, India. Tel: +91-47-4500 0000

Registered Office: No. 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 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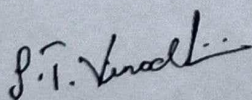
9. Before proceeding on an overseas assignment, you will be required to give the company a written undertaking to render dedicated service to the client; to complete the work/project assigned to you and timely return to resume work in India. You will carry out assignments/projects entrusted to you from time to time with due diligence, devotion and also maintain the company's image as providers of quality software and services. You will also serve the company for a period of minimum two years after completion of any such overseas assignment.
10. You will devote the whole of your time, attention and ability to the business of the company and will observe all rules and regulations as applicable to you from time to time. You should not accept any employment, part-time or otherwise, or be interested directly or indirectly in any activity likely to affect or compete with those in which company is interested.
11. This position holds continuous responsibility and does not entail payment for overtime worked.
12. You may be selected and sponsored by the company for training programs with the company's associates or other institutions abroad. You will, diligently and beneficially, take part in such training and assignments. The cost of such overseas training which includes travel fare and related expenses will be borne by the company, subject to agreement with the company that you will continue to serve the company after such training, for a minimum period as may be stipulated.
13. All programs, system designs, manuals, literature etc. developed by you during your service at the company will, at all times, be deemed to be the sole property of the company.
14. The Information that is shared in the course of work is confidential in nature and the same should not be disclosed outside the project team. All efforts must be taken to ensure data security in line with the organizational policies that are in force.
15. Except as authorised in writing by the company, you will not duplicate any software / document belonging to the company or take them out of the company's premises for your personal use. You will not also load any unauthorized software either in the computers at the company's premises or at the client's premises except with the prior approval and authorisation by the company to do so.
16. Any technical and non-technical information of confidential nature concerning the company, its associates or clients and their products and services, must not be communicated directly or indirectly to any person, firm or company that are not entitled or authorised to receive the same during and after your service with the company.
17. During employment and for a period of three (3) years immediately following the termination of employment with SRM Technologies Pvt. Ltd (Employer), regardless of the reason for or circumstances of such termination, Employee shall not, directly or indirectly, for himself or herself, individually, jointly or as a partner, employee, agent or otherwise seek employment or to do business with any client of the Employer on whose accounts Employee worked at any time during employment, or any other client for which the Employer is performing services at the time of Employee's termination of employment.

18. You will understand and abide by the Information Security Policy which is in effect at the company.
19. This appointment will be void if any supporting document submitted by you is found to be false.
20. SRM technologies shall incur considerable expenses on training you on specific Technologies and Skill sets. Hence you shall be expected to accept and execute a Service Agreement with us wherein you shall be required to be committed to the organization and work with us for a minimum period of 24 months. If in case you wish to leave SRM Technologies before completion of 24 months from the date of confirmation for any reason what so ever, you will be liable to pay Rs. 2,00,000/- (Rupees Two Lakhs only) which will be the expenses incurred towards training and up skilling you by the organization.
21. Retirement Age
All employees will retire from the service of the company on completing fifty-eight years of age. For this purpose, age as recorded with the company at the time of appointment shall be considered as final and binding.
22. Certificates/Other documents
You are required to bring photocopy of the following documents for our record, if not submitted earlier to us.
 - Certificate of Date of Birth
 - Educational Certificate
 - Relieving letter from previous employer, wherever applicable
 - Salary certificate from previous employer, wherever applicable
 - Recent passport-size photographs (four)
 - Two copies of relevant pages of your passport
 - Employees Provident Fund details (If you are already a member of EPF)

A copy of this offer letter is herewith enclosed. Please sign and return one copy as a token of your acceptance.

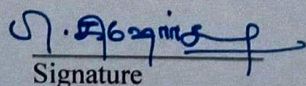
We welcome you on board and look forward to a long term employment with us.

Yours faithfully,
For SRM Technologies Pvt Ltd



Vinodhini Sivaraman
Senior Manager – Talent Acquisition

I have read, understood and I accept the terms and conditions of employment mentioned above.



Signature

30-04-2021
Date

Annexure to offer letter dated April 05, 2020



Name of the Employee : Mr. Kishorkumar
Designation : Programmer Trainee (Grade 1 - Level 1)
Probation period : six months

Your salary details are as indicated below:

Head	Per Month (Rs.)	Per Annum (Rs.)
Basic	10,953.00	131,436.00
HRA	5,477.00	65,724.00
Other Allowances	5,639.00	67,668.00
Transport Allowance	1,600.00	19,200.00
Composite Allowance	2,934.00	35,208.00
Medical Reimbursement	1,250.00	15,000.00
Gross Salary (A)	27,853.00	334,236.00
PF - Company Contribution (B)	1,314.00	15,768.00
Cost to Company (A+B)	29,167.00	350,004.00

Note:

Mediclaime Insurance & Personal Accident Insurance

Company provides Mediclaime Insurance (for a maximum of Rs.2 lakhs only) and Personal Accident Insurance coverage (for a maximum of Rs.2 lakhs only) as a benefit on top of compensation.

Provident fund

An employee will become a member of the Employees' Provident Fund immediately from the date of joining. The present rate of provident fund contribution by the company is 12% of basic salary or Rs.1,800 whichever is lesser.

Gratuity

The employees who have rendered continuous service with company for not less than 5 years are eligible for Gratuity. The payment of gratuity (on superannuation/retirement/resignation/termination for cause/death/disablement, etc.) will be as per Gratuity Act, 1972.

Yours faithfully,
For SRM Technologies Pvt Ltd

Vinodhini Sivaraman
Senior Manager – Talent Acquisition

I have read, understood and I accept the terms and conditions mentioned above in the annexure to this letter.

Signature

30-04-2021
Date

Confidential