

Appointment Letter

To

Date: October 01, 2013

Mr. Prakash Kadirikota
Bangalore.

Dear **Prakash Kadirikota**,

This is with reference to the selection process undergone by you for appointment in the service of the company. We are pleased to appoint you as "**Linux System Administrator**" in **Softabode Technologies**, with effect from **October 15, 2013** on the following terms and conditions.

DESIGNATION

You will be designated as "**Linux System Administrator**" You will report to the Human Resources or their designated alternate.

COMPENSATION PACKAGE

Your total Annual CTC will be Rs. **2,19,996.00** (Rupees Two Lakh Nineteen Thousand Nine Hundred And Ninety Six Only) and will be reviewed based on the policy of the company as and when it is applicable. The details of CTC breakup (Statement of Remuneration and Benefits) are stated in the Annexure attached.

PLACE OF POSTING AND TRANSFER

Your posting at present is at Bangalore. During your employment with **Softabode Technologies**, you may be posted or transferred to any of the office /subsidiaries/ associate offices of **Softabode Technologies**, to any town or city in India or abroad, at the sole discretion of the management. Refusal to join at such place shall mean your neglect of work and consequent resignation.

WORKING HOURS

You shall work a 5-day week of forty hours per week. Your normal hours of work are from 10.00 am to 6.00 pm Monday to Friday inclusive, with a half an hour lunch break. Depending on project contingencies, working hours for specific employees or groups of employees may be modified from time to time. Further you should be prepared to work in any shift, as may be warranted by the company's/Client's work requirement.

ANNUAL LEAVE

Employees are entitled to 12 working day's total leave exclusive of Casual leave, Sick leave and Public Holiday as mentioned by the company, to be taken at such times agreed with the company. In case of sick leave the employee will have to furnish medical certificate in case of continuous leave in excess of 2 days. Refer our Leave Policy for more detail.

CONDITION OF HIRE

All appointments are based on the information furnished in the course of applying for the post with the company. Hence any false statement or information furnished during the course of application might lead to dismissal without notice. All appointments are subject to the receipt of satisfactory references.

TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and subject to the Company's employment rules. You are requested to contact the Human Resources for policies/rules/regulations, which are applicable to you. We expect you to keep the salary details confidential at all times. In addition to the terms contained herein, you will at all times during your employment with the company be bound by the policies/rules/regulations of the company.

NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full-time work/or independent assignments, without the written consent of the company.

BACKGROUND CHECK

The company conducts background checks of its candidates / employees by an authorized agency as a normal procedure. By accepting this offer, you acknowledge that you have no objection in the company conducting such background checks. Further this offer is valid subject to successful completion of background check and reference check, if any.

PROBATION

You will be on probation for a period of six (6) months from the date of joining which can be extended by the company at its discretion in case your performance does not meet requisite standards. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of six (6) months.

During the period of probation, your services are liable to be terminated by either party at any time, including the extended period of probation, if any, with fifteen (15) days written notice or in lieu thereof paying a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

TRAINING & DEVELOPMENT

You will be undergoing both external and in-house professional enhancement training that would include on job development program from time to time. In order to help you to acquire specialized skills and enhanced technical knowledge, the company may, at the company's sole discretion, offer to finance the cost of such specialized courses and training at the company's own training establishments or at the training facilities of third parties, within or outside India, from time to time during the term of your employment.

CODE OF CONDUCT

Outsource partners and International Private Limited has a code of conduct, confidentiality and non-compete/ non disclosure agreements, primarily to address working standards and business interests of the company and its clients. You are expected to sign your acceptance and adhere to these norms once you join the company.

SECRECY AND CONFIDENTIALITY

You will not give anyone by word of mouth, writing, facsimile, electronic devices and media or otherwise any particulars or details, which you acquire during the course of your employment of our working systems, technical know-how, security arrangements, administrative and or organization matters of our and our clients whether confidential, secret or otherwise, either during your employment with company or afterwards.

TERMINATION

After confirmation in the service, your employment may be terminated by giving 45 days notice in writing by either side. Also, the company may terminate your services with immediate effect by paying 45 days salary and allowances, if any, in lieu of notice, without assigning any reason thereof. In the event of there being breach by you of the terms of employment which in the view of the company would adversely affect the company's reputation or there being any cost implication or in the company's view, you were involved in gross negligence, misrepresentation, persistent misconduct or any criminal offence, the company will terminate your services without any notice or payment in lieu of notice

VOLUNTARY ABANDONMENT OF SERVICE

If you abscond from duties or remain absent without leave or permission for FIVE consecutive working days it will be deemed that you have voluntarily resigned from the services of the company. In such a case you acknowledge that the company may remove your name from the master roll of the company without assigning any reason what so ever.

SUBMISSION OF DOCUMENTS

You are requested to submit the following documents to us immediately on receipt of the offer:

1. Two Photocopies of your Educational Certificates (10th Passing Certificate, 12th Passing Certificate, Graduation Passing Certificate, Post Graduation Passing Certificate)
2. Two Photocopies of your Relieving Letter from present Employer (on the day of joining)
3. Two Photocopies of the Last 3 months Salary Slip of present Employer
4. Two Photocopies of all Experience Letter from previous companies
5. Passport size photographs - 4

Please sign and return the duplicate copy of this letter for our records"

We wish you a long and happy association with our company.

Annexure-Compensation Details

Name : Prakash Kadirikota
Role : Linux System Administrator
Department: IT

Earnings	Per Month (in Rs.)	Per Annum (in Rs.)
Basic Salary	6513.00	78156.00
Medical Allowance	1250.00	15000.00
Special Allowance	2931.00	35172.00
City Compensation Allowance	3582.00	42984.00
House Rent Allowance	3257.00	39084.00
Conveyance	800.00	9600.00
Cost To Company	18333.00	219996.00

As an employee of **Softabode Technologies** you are also entitled to the following benefits.

- Gratuity, on separation after 5 years of continuous services, payable as per Gratuity Act.
- You may claim income tax on medical allowance subject to submission of bills before the financial year; otherwise applicable taxes will be deducted.
- Retention bonus will be paid after successful completion of 12 months.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

Yours sincerely,

For **Softabode Technologies**




Pravin Shukla

Manager - Human Resources

