

# ***Offer of Appointment***

**Date: 21-Nov-2013**

**Ref. No. HR/Bengaluru/652825**

**Mr. Subash Krishnappa  
#23 Kullappa Garden Near  
Yellamma Temple Amruthalli  
Bangalore - 560092**

***Dear Subash,***

*Welcome to iGATE Global Solutions Limited (hereinafter referred to as "iGATE and/or "Company").*

*We are impressed with your credentials and are pleased to extend you this Offer of Appointment as **Senior Engineer - V&V** in grade **Beta B** at iGATE. Your work location would be **Bengaluru (#158-162 & 165-170,EPIP Phase II,White field,Bengaluru).***

*iGATE is an Information Technology services provider with a global services delivery model. We owe much of our success to our dedicated workforce, and therefore we strive to make our policies employee friendly. We hope your association with us will be challenging and rewarding to your career. We would like to share with you the details of your Offer of Appointment as mentioned below.*

## **Compensation**

Your compensation details are attached herewith in **Annexure A**. Your total annual compensation inclusive of all benefits (statutory or otherwise) and will be up to a maximum of **Rs. 6,00,000.00 (Rupees Six Lakhs Only)** per annum and will be subject to deduction of tax at source in accordance with the prevailing laws. Your annual compensation shall be due for revision as per the Company policy. Your compensation and benefits may be amended at the sole discretion of the company.

Your salary is personal and confidential information. You should discuss it only with your Reporting Manager or with your Human Resources Manager.

## **Working hours**

The general work timing at the Company is from 8 a.m. to 5 p.m. However, you are required to abide by the timings of your Work Location / Business Unit. We presently have a five-day work week; however for the convenience of our employees the office is open on Saturdays and Sundays too.

## **Benefits**

- a. You are eligible to avail medical insurance as per company policy.
- b. The Company leave benefits include:
  - i. Earned leave of 24 working days per year of service, which can be accumulated for a maximum period of thirty days.
  - ii. 10 National & Festival holidays every calendar year. A list of these would be announced every year on the company intranet.
  - iii. Maternity leave of 12 weeks
- c. Accommodation / transit accommodation may be provided as per company policy

Please note that this Offer of Appointment is subject to fulfillment of the following conditions by you:

- a. You are required to devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. You will not engage in or do any other business or render any professional service either on full time or part time basis.
- b. You are required to submit a Medical Fitness Certificate issued by an Authorized Medical Officer certifying you to be medically fit.
- c. You shall keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. You shall not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.
- d. As part of your duties you may be required to travel outside of the Company's premises. Pursuant to any business requirement, Company may also transfer or depute you to any other office or location of the Company or any of its subsidiaries or affiliates or group companies or to the work site or office of the Company's customer within or outside of India or as part a business arrangement or, sale of assets, merger, takeover, acquisition, or hive-off, the transfer you onto the rolls of another entity and you shall accept such transfer or deputation without demur.
- e. Upon you joining the Services of the Company you are required to execute an Employment Agreement, which along with this Offer of Appointment will govern the terms of your employment with the Company.

#### **Probation**

You will be on probation for a period of Six (6) months from the date of joining. During such period of probation, your services may be terminated upon one week's notice or pay in lieu thereof, by the Company, at its sole discretion, without assigning any reason. However, in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice period by the Company.

#### **Background check**

All documents submitted by you to the Company with reference to the above are subject to verification by the Company or an agency appointed by the Company at any time during your employment with the Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and any other back ground checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. This Offer of Appointment is subject to you clearing the Background Check as conducted by the Company or any third party agency on behalf of the Company. In the event you fail to cooperate or clear the background check, your employment may be terminated by the Company forthwith and without any liability to the Company.

#### **Termination**

We hope your association with us will be a very long one. However, your employment with the Company can be terminated by Ninety (90) days notice in writing from either side. You expressly acknowledge and recognize that notice period is a key condition to the employment. Any payment in lieu of notice, shall be as per Company policy and as determined by the Company in the specific circumstances. However, in the event of any discrepancy or untrue information found in your application form or resume, 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.

#### **Notice period buy-out**

If Company has agreed in writing at the time of offer to buy out your notice period with your employer, the same will be reimbursed on production of an appropriate receipt within 90 days from date of joining. The amount reimbursed to the employee as notice pay buy out is fully taxable. The tax liability would be borne by the employee.

In case you resign from the services of the Company within one year from your date of joining, you agree to reimburse the Company all expenses incurred on notice pay buy out, relocation and/or settlement expenses.

**Offer Validity**

***This offer is valid till 26-Nov-2013.*** Kindly confirm the acceptance of the offer along with date of joining in writing on or before the above mentioned date to Ashwini Keshavaraju at ashwini.keshavaraju@igate.com. The offer stands automatically withdrawn thereafter, unless the offer validity date is extended and communicated to you in writing or via email. In the event you confirm your acceptance as aforementioned, you understand and agree that you have read and understood the terms of this Offer of Appointment and made the confirmation with your full conscience, free will and consent. This Offer of Appointment supersedes all prior communications - written and oral with you, if any in this regard.

You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.

*The day you join us, please come to the work location mentioned above at 8 a.m. One of the executives from the Human Resources department will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.*

Yours Sincerely,

For **iGATE Global Solutions Limited**

*I accept the above terms and conditions*

*My joining date will be: .....*

**Jyoti Gupta**  
**Director – Recruitment**

Signature: \_\_\_\_\_  
**Subash Krishnappa**

**Enclosures:**

*Annexure A - Salary Structure; Annexure B – Pre-joining & Joining Formalities*

**Annexure A****Salary Structure**

**Name: Subash Krishnappa**  
**Grade: Beta B**

**Designation: Senior Engineer - V&V**  
**Location: Bengaluru**

<b>Salary Components</b>	<b>Per month (Rs.)</b>	<b>Per Annum (Rs.)</b>
<b>Monthly Components (A)</b>		
Basic	15,000.00	1,80,000.00
House Rent Allowance	7,500.00	90,000.00
Dearness Allowance	1,000.00	12,000.00
Personal Allowance	18,460.00	2,21,520.00
Food Allowance	1,100.00	13,200.00
Conveyance	800.00	9,600.00
Medical Reimbursement/Allowance	1,250.00	15,000.00
Ex-Gratia	700.00	8,400.00
<b>Total Monthly Gross Salary</b>	<b>45,810.00</b>	<b>5,49,720.00</b>
<b>Annual Benefits (B)</b>		
Provident Fund	1,920.00	23,040.00
Leave Travel Allowance (LTA)	1,250.00	15,000.00
Gratuity	770.00	9,240.00
<b>Total Annual Benefits</b>	<b>3,940.00</b>	<b>47,280.00</b>
<b>Other Benefits (C)</b>		
Group Medical *	250.00	3,000.00
<b>Gross Cost to Company (A) + (B) + (C)</b>	<b>50,000.00</b>	<b>6,00,000.00</b>

ESIC—As per Employee State Insurance Act, 1948 (ESI ACT) Company will deduct 1.75% of monthly gross wages towards premium payable for Employee State Insurance coverage if employees gross salary is within the gross salary limit as specified by ESI Act.

All the above would be subject to the Income Tax Rules that may be in force from time to time.

All Professional Tax applicable as per the state government rules

\*As per revised Group Medical Insurance policy, employees will bear a onetime expense in the amount of Rs.1600.00 towards insurance premium contribution. For grades in Beta and below this will be deducted in 3 pay checks; for grades Gamma and above this will be deducted in the first pay check upon joining.

**Jyoti Gupta**  
**Director – Recruitment**

**Signature: \_\_\_\_\_**

**Candidate Name: Subash Krishnappa**

## **Annexure B**

### **Pre-joining and joining formalities**

We would like your transition into **iGATE** to be as smooth as possible. For this we require your cooperation in following our pre-joining and joining process.

#### **Pre - Joining process:**

We would require the following information from you 10 days prior to your joining:

- a. Email Ashwini Keshavaraju at: [ashwini.keshavaraju@igate.com](mailto:ashwini.keshavaraju@igate.com) and confirm your actual date of joining
- b. If you are relocating from another city, please Email Ashwini Keshavaraju and indicate your preference to stay at the company guest house.

#### **Joining process:**

At **iGATE** we encourage you to join on Mondays or Thursdays at 8 a.m.

On the day of your joining, please bring the following documents in **ORIGINAL** (for verification only), along with two (2) photocopies of each of these documents.

- a. Certificates supporting your educational qualifications along with mark sheets (**ORIGINALS – for verification only**)
  - a. For 10th, 12th, Diploma, Degree and / or Master's degree
  - b. Any other certificates with supporting documents (if any)
- b. Your latest salary slip / salary certificate (last 3 consecutive months)
- c. Relieving letter(s) and/or full & final settlement letter(s) from all your previous employers
- d. Service Certificate / proof of Employment from the present and all previous employers
- e. PAN card, Passport and Driving License (if available)
- f. Proof of Date of Birth (Birth certificate or Passport or PAN card)
- g. Six (6) copies of recent passport size color photographs with white background & Two (2) copies of recent passport size photographs of your spouse and children (where applicable)
- h. Your PF Number, in case, you want to transfer your PF amount from your previous employer along with RPF office address
- i. A Medical Fitness Certificate issued by an Authorized Medical Officer certifying you to be medically fit.

We welcome you to **iGATE** and look forward to a long and mutually beneficial association. For any queries, please Email Ms. Ashwini Keshavaraju at the Email ID mentioned above.