



OFFER CUM APPOINTMENT LETTER

Date: 25/October/2017

Ref No: GBPL171067

Chandra Madhu Sudhan Rao

Address:

**Flat No: 501, Sri Sai Brundavanam Apartment,
Madhavi Nagar Society, Hyderabad – 500072.**

Dear **Madhu Sudhan Rao**

Congratulations!

We are pleased to inform you that you are selected as **DevOps Engineer** with Game Beans Private Limited (herein referred as "Company") with expected date of joining as **20-November-2017**.

Your probation period will be for 6 months starting from the date of joining.

We look forward a wonderful association with you. In the coming years, keep aspiring for success and be known for your thoughts and your work. We wish you a very successful association and bright carrier with us. We would like to take this opportunity to thank and appreciate your decision to join Game Beans Private Limited.

The general Terms and Conditions governing your employment are outlined in annexure II

As confirmation of your acceptance, please sign the copy of this appointment letter and annexure and submit the same within **7 days** to at the address given below:

Game Beans Private Limited.

203, Block-A, Plot No.25, 27, 133/1, Survey No.78, Street No.2, Patrika Nagar, Madhapur, Hyderabad, Telangana - 500081. (+91) 40 49174567

Welcome to our organization and we look forward to mutually fruitful association.

For **Game Beans Private Limited.**


Keerthi Kashyap
HR Manager



Game Beans Pvt . Ltd

CIN : U72900TG2015PTC097646

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Annexure I

Explanation of compensation structure and employee benefit

For an easy understanding of compensation structure (CTC, Cost to Company) the various components have been categorized as under

Basic Salary
Conveyance
HRA
Other Allowance

Insurance Benefit

Medical insurances are not covered by default during the probation period. Post completion of probation period, Game Beans Private Limited will provide its entire employee additional benefit in terms of medical insurance, which will be on top of your CTC.

ESI Coverage

Employee covered under ESI would not be covered by default under Game Beans Private Limited medical insurance benefit.

Provident Fund

Game Beans Private Limited is not deducting any PF from employee's CTC. However, if any employee wishes to opt for provident Fund then respective deduction will be done from the CTC as per government rules and regulations.

Annexure II

Welcome to **Game Beans Private Limited**

At Game Beans Private Limited, we consciously realize the fact and provide a career path to all its employee which not only covers basic monetary benefit but also takes care of professional growth by providing knowledge, recognition, transformation and all-round development.

Following are the terms and conditions that referred to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

Terms and Conditions of Employment

Increment and Promotions

Your growth in terms of role, compensation etc. in the Game Beans Private Limited will solely be based on your performance. Subsequently, your annual performance appraisal and compensation review will be aligned.

Notice Period

Your employment with the company can also be terminated either by the company or by you by giving the other party **60 days** of advance notice. If the company terminates the employment and decides to relieve you before the completion of the notice period, the "basic" component of the salary for the balance notice period will be paid to you. If at your request, company agrees to relieve you before service full notice period then you will be liable to pay the company the "Basic" component of the salary for the balance notice period.

On termination of your employment for any reason, you shall comply with the company's termination procedure, sign all the documents and return all company property. The company will not be bound to pay the dues, if any, till you have completed all the separation procedure.

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**Agreement**

You will be required to sign the necessary agreement with the company or any other client as required and complete various formalities as per the agreements at the time of joining. You may also be required to sign other agreement with the company, as the company may decide from time to time, in order to secure the interest of the company.

Background Verification

Company will do initial verification at the time of joining, based on the documents proof provided by you. You would be required to submit photocopies of the documents detailed in annexure III to facilities the joining and background verification process.

The company may also undertake reference check through at least two professional reference submitted during the process of selection.

Game Beans Private Limited do not endorse anyone having criminal records / legal affairs and it is assumed that you (employee) transparently share all the information with company while joining. It is assumed that, by signing this offer letter you are giving your declaration of not having any criminal / police record or any other legal matter which may impact business of company and their customers.

Working Hours

As you will be posted on our client's location, therefore you would need to follow the working hours as per client's policy which was discussed with you during interview process.

Leave & holidays

As you will be deputed on client's project, so you will be liable to holiday calendar as per Client's policy. Any other leave plan should be discussed in advance with Client's manager and Game Beans Private Limited reporting manager.

Mobility

The company may require you to perform duties and undertake assignments for the company in any part of India or abroad, whether at company's premises or that of its customers.

Deputation / Transfer

Company may also depute you to work with any of the group companies or transfer your service to any group company.

Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event of said particular are found to be incorrect or that you withheld some other relevant facts, your appointment with the company shall stand terminated / cancelled without any notice.

Data Protection

The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

The Employee also agrees that the Company or Client may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer or client will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

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The Employee further acknowledges and agrees that the Employer or client may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

Rules and Regulations

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Game Beans Private Limited as applicable to you and the changes there in from time to time.

Further, during the period of your employment with Game Beans Private Limited, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti-Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle Game Beans Private Limited to take appropriate disciplinary action which may lead & include up to termination of your employment with Game Beans Private Limited.

You agree not to undertake employment whether full time or part time, as the Director/Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of Game Beans Private Limited. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

Candidate is restricted to join any of their client organization directly in case of resignation or termination. Certain clearance as "NOC" from Game Beans Private Limited would be required.

Annexure III

Documents to be furnished at the time of joining.

The following documents are required to be produced at the time of joining:

Relieving letter from most recent employer
Salary slips or Salary Certificate from most recent employer.
Experience Certificate from all previous employers
Proof of Academic Qualification (Class 10th Equivalent and above):
10th Std Marklist
12th Std Marklist
Undergraduate / Degree Marklist
Undergraduate / Degree Certificate
Post-Graduation Mark list (if any)
Post-Graduation Degree certificate (if any)
Other qualifications- mark lists and certificates (if any)
Passport (with ECNR stamp)
Proof of identity i.e., PAN Card, Driving License, Electoral Card (for bank account opening purposes)
Photographs (3 copies)
Doctor's certificate stating, 'Fit to Work'.

Your income & investment declaration in the Form 12C. (non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from Game Beans Private Limited.

You are required to submit the originals and self-attested copies of all the documents mentioned here in above on the date of joining Game Beans Private Limited. The originals will be returned after verification.



Annexure IV

Compensation Details		
Name	Chandra Madhu Sudhan Rao	
Designation	DevOps Engineer	
Location	Hyderabad	
Date Of Joining	20-November-2017	
Items per Pay	Per Month amount	Per Annum amount
Basic Salary	39000	468000
HRA	19500	234000
Conveyance	1600	19200
Other Allowance	37400	448800
Gross Salary	97500	1170000

Deduction	
1. Professional tax will be deducted as per government policy	
2. Other statutory deduction like Income Tax will be deducted as per the government policy	
Additional Benefits	
1. Other incentives (like extra working hours) will be provided as per policy and agreement.	
2. Post completion of probation period, medical insurance will be provided by Activer India.	
These will be on and above of the mentioned CTC.	

Confidential Information Non-Disclosure Agreement

I, **Chandra Madhu Sudhan Rao**, understand that during my deployment, I may have access to confidential information belonging to Game Beans Private Limited or its clients. As a condition of my deployment, I agree to protect and preserve all information to which I may be exposed or have access to here after.

I understand that for the terms of this agreement '**Game Beans Private Limited**' refers to Game Beans Private Limited or any of its group companies, Partners or Subsidiaries, 'Client' refers to any company or their subsidiaries, to which I am deployed to work or provide services from time to time by Game Beans Private Limited.

I understand that for the terms of this agreement, confidential information is defined as any information that is not generally known to others and which could center a competitive advantage to the recipient that the recipient would not otherwise have.

I understand that for the terms of this agreement, proprietary refers to any information in which Game Beans Private Limited or any of its clients have a proprietary interest.

Specifically, I agree to the following:

I will not copy or remove any confidential information from Game Beans Private Limited or its client's premises except as may be required in the normal course of my work and as specifically approved and authorized by an authorized Game Beans Private Limited or Client representative. Upon termination of my services, I will return all confidential information in my possession including, but not limited to, all photocopies or duplicates, and will erase all confidential and proprietary information from the memory (including email) of any computer used outside Game Beans Private Limited or its client premises.

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I will not use any confidential or proprietary information belonging to Game Beans Private Limited or its Clients, which comes to my attention during the course of my work except in the legitimate performance of my work.

I will not disclose to any third party any confidential information and will use all reasonable precautions, at least to the same extent that I would use to protect my own confidential information, to preserve and protect such confidential information while in my possession or which comes to my attention during my association with Game Beans Private Limited or its clients.

I understand that my obligations of confidentiality under this agreement will continue indefinitely, even after I have completed my work with Game Beans Private Limited or its clients except for such information that subsequently enters the public domain.

Specific information on known hazards, safety requirements and emergency procedures associated with Game Beans Private Limited or its Clients' locations, work areas or operations in which I am involved will be provided by Game Beans Private Limited or its clients. I agree to treat such information as confidential information.

If I am granted access to any of Game Beans Private Limited's or its Clients computer networks, systems, programs or databases, I shall treat as confidential, all data and information accessed from such systems as confidential information.

In addition, I will not make any unauthorized electronic or hard copies of information extracted from Game Beans Private Limited or its Clients computer systems.

As I will be using my own device and may continue working from home or outside client's location, so I will ensure the protection of client's data i.e. documents, IP details, software and other relevant details. And will not be pass or leak to anyone else for whatsoever reason.

For **Game Beans Private Limited.**


Keerthi Kashyap
HR Manager



Accepted & Signed
Date:

Game Beans Pvt . Ltd

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Code of Conduct

I will not at any time disclose to the third party any of company's confidential information or any information concerning the business of the company and its parent or its affiliated companies, which you may come to know during your service with the company.

I should exercise utmost care and due diligence while handling confidential documents at work. It is imperative for you to safeguard them in your draw, which should be locked if you are not in the vicinity of the document.

I shall not act as agent for others in whatsoever manner.

I shall not conduct illegal activities, including gambling in the premises of the client.

I shall not use client's property for personal purposes.

I shall not reveal or publicize proprietary or confidential information.

I shall not intentionally interfere with the normal operation of the customer company.

I shall not download information from customer Company or Game Beans Private Limited and trade the same to competitors.

I shall not give out email Ids and Unicode to unauthorized persons for accessing company information.

I shall not make unauthorized and un-demanded request to the client company on matters, which have no bearing on the work.

I shall not exhibit behavior detrimental to the client company.

I will not print visiting cards in the name of the client Organization unless duly authorized in writing.

I shall adhere to the Policies, Rules and Guidelines of the Client Organization and any other rule as specified by the client to you as per their internal policy.

I shall not be demanding neither in writing nor verbally for any kind of extra benefit/s and shall not approach Game Beans Private Limited customers directly or indirectly during my contract period of deployment which may cause damage to Customer of Game Beans Private Limited or directly to Game Beans Private Limited.

Your signature indicates your agreement with the conditions of confidentiality as stipulated herein Understood and agreed:

For **Game Beans Private Limited.**


Keerthi Kashyap
HR Manager



Accepted & Signed
Date:

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