

EMPLOYMENT OFFER

27-Jul-2023

To:

MANIKANDAN R,
1/1 North Street,
Periyavalayam, Jayankondam,
Udayarpalayam (Taluk),
Ariyalur(District),
Tamil Nadu. PIN: 621802
Ph: +91 9842310348.
Email: manikandanr1897@gmail.com

Dear **MANIKANDAN R,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a position as **Senior Developer** with AIDEN AI PVT LIMITED. Your location of working is **Hyderabad**, India, and the scheduled date of your joining the Company is **August 16, 2023**.

Your immediate supervisor will provide you with the details of your role, responsibilities, and expectations about your deliverables during the initial days of your joining.

Your Total Gross Salary per annum inclusive of Performance-based Incentives will be an amount of **Rs.8,00,000/-**. This has been detailed in the Compensation Detail Sheet.

We look forward to your joining the organization on **August 16, 2023**. This Employment Offer is valid till **August 4, 2023** and stands void if you do not confirm the acceptance of the offer within this validity period.

Prior to your acceptance, please review the basic Appointment Terms in Annexure - I, Salary Structure in Annexure - II. If you decide to join us, you must submit the required documents as per the Annexure - III, sign the Employee Agreement. This offer stands valid only after you have provided all the required information.

We look forward to you being part of our team.

Sincerely,
For AIDEN AI Private Limited



Kiran Ventrpragada
Director

EMPLOYMENT TERMS:

The terms & conditions of our offer are as follows:

- 1. Information Accuracy & Verification:** This appointment is subjected to the veracity of the information provided by you in your employment application and during the selection process. The Organization may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, details of your education, prior work experience if any, and to conduct any criminal checks. You expressly consent to the Organization conducting such background checks. In this connection, you are required to furnish the documents listed in ANNEXURE III.

If you fail to submit the necessary documents as required by the Organization within the specified time or if the Organization is not satisfied, with the outcome of the background checks, the Organization, in its sole discretion, reserves the right to withdraw this offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment offer.

When a background check raises any concerns regarding any of the details furnished by you and the Organization feels the need to further validate such facts, the Organization may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Organization, before initiating appropriate action.

We may revoke this employment offer at any time with or without written notice for any lawful reason. Any discrepancy of the information provided, irrespective of the date of discovery, will automatically terminate your employment.

- 2. Position:** This is a full-time position. While you render services to the Organization, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Organization. By signing this letter of agreement, you confirm to the Organization that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Organization.
- 3. Work Time Schedule:** Your regular Workday will be for 8 hours; Workweek will be for 5 days; and Holidays are 12, apart from the leaves, per calendar year in general. The work shift/ day / week assignments might be changed based on the business requirement. Please refer to the published policies for more comprehensive information which should be updated sometimes.
- 4. Transfer:** Your initial place of work will be **Hyderabad**. During your employment with the Organization, you will be liable to be transferred or deputed to any of the offices/departments of the Organization/ Associate/ Subsidiary/ Group Companies/Client locations, whether anywhere in India or abroad on the same or similar terms and conditions of the employment.
- 5. Probation: You will initially be on probation for 6 (six) months from your date of joining.** Based on satisfactory performance, you will be deemed completed probation at the end of the period unless otherwise communicated. Probation can be extended to a maximum of 3 (three) months and beyond which it will be considered for automatic termination. During the probation, you will not be eligible for Salary Reviews and Promotions but eligible for all benefits as per the organization's policies.

- 6. Employment Relationship:** Your employment with the Organization will be “at will and is not for a specified term.” During the period of probation, the Organization or you can terminate employment by giving written notice or base salary in lieu of 30 days. However, in the event of gross misconduct or breach of the terms and conditions, the Organization is entitled to terminate your employment with immediate effect. The retirement age for employees is 60 years.
- 7. Compensation:** Your compensation details are confidential, and you may discuss it only with the undersigned, your supervisor, and the HR team in case of any clarification. As per Organization policy, we prohibit sharing this information with other employees or unauthorized personnel. Your compensation will be payable in accordance with the Organization’s standard payroll schedule. This salary and its components will be adjusted pursuant to the Organization’s employee compensation policies in effect sometimes. The taxation for the same will be applicable to you upon submission of the required documents by you within the published date. Please refer to Annexure-II attached, for the compensation breakup.
- 8. Employee Benefits:** As a regular employee of the Organization, you will be eligible to participate in several Organization-sponsored benefits. In addition, you will be entitled to leaves in accordance with the Organization’s policy in effect from time to time. Please refer to the leave policy for more information when you join.
- 9. Employee Agreement:** You will be required, like other employees of the organization as a condition of your employment with the Organization, to sign the Organization’s standard Employee Agreement.
- 10. Policies:** **The employment terms and organization’s policies will change as per the business requirement and Organization’s philosophy.** This will be published on commonly available tools in the Organization. You expressly consent that you will read and follow the same without any further specific and individual communication.
- 11. Notice Period:** **On resigning from AIDEN AI Pvt. Ltd., you must serve a 90-day notice period if you are a permanent employee.** In the case of a probation period, employees need to serve a notice period of **30 days** as applicable at the time of departure. In case of shortfall of notice period the relieving date shall be the prerogative of the company and shall be within the notice period. Further, the company reserves the right to recover an amount equivalent to the consolidated salary for the number of days of shortfall and withhold his/her relieving letter/certificates.

ANNEXURE-II

SALARY STRUCTURE:

**indicative break up at 100% pay-out of the compensation

#	Components	Monthly (INR)	Annual (INR)
Annual Base Salary (ABS)			
A1	Basic	26,667	3,20,000
A2	House Rent Allowance (HRA)	13,333	1,60,000
A3	Food Allowance	-	-
A4	Leave Travel Allowance	2,667	32,000
A5	Special Allowance	10,184	1,22,208
ABS Total		52,851	6,34,208
Annual Benefit Components (ABC)			
Retiral Benefits			
B1	PF Employer Contribution	3,200	38,400
B2	Gratuity	-	15,392
Other Benefits			
C1	Insurance Contribution	-	32,000
C2	Annual Bonus	-	80,000
ABC Total		3,200	1,65,792
Annual Total Gross Compensation (ATC)			8,00,000

Note:

All taxes and statutory deductions as applicable, including but not limited to changes in the prevailing taxation, retiral programs, etc., will be charged to your account. If the supporting documents, wherever applicable, are not submitted within the due dates as published by the finance department, the respective amount will be considered for taxation.

Provident Fund, ESI, and Gratuity act and are managed by the respective regulatory agencies or service providers. The gratuity amount set out above is an approximation. Your eligibility and the final pay-out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act. Provident Fund contribution is restricted as per the applicable rules; however, employees have the option to be part of the voluntary provident funds.

Food Allowance, if applicable, is by option and it cannot be changed during the financial year.

Leave Travel Allowance (LTA), if applicable, will be paid monthly but the application will be as per the schedule and upon bills submission.

Annual Bonus is based on the organization's performance in the previous fiscal year, payable in July. The employee must be on the roles at the time of disbursement. It will be paid on a pro-rata basis for the new hires.

All benefits are provided as applicable now and the plan might change based on the options available for the organization. Continuation or change of these benefits is at the management's discretion at any point in time as these are not guaranteed benefits except for the statutory benefits.

Insurance is a defined Contribution. Employees will take the individual insurances for now and Organization will reimburse up to the entitlement. When the company has Group policies, then it would be paid directly to the service providers. Differences will be credited/debited to the employee. Please refer to the Insurance Guidance document for more information or contact the HR Department.

ANNEXURE - III

REQUIRED DOCUMENTS:

A. Prior to Joining:

1. Updated resume in required format.
2. Acceptance mail with a signed copy of the offer
3. Test mail from official mail id – if previously employed
4. Copy of resignation mail or acknowledged copy of resignation letter – If previously employed
5. Reconfirmation of joining date by mail
6. Background Verification documents for the approved partner

B. At the time of Joining:

1. Education Certificates
 - A. SSC or equivalent
 - B. Intermediate or equivalent
 - C. Graduation or equivalent with marks memo(s)
 - D. Post- Graduation or equivalent, if applicable, with marks memo(s)
 - E. Advanced Diploma If any
 - F. Professional certifications If any
2. Employment Record – For previously employed
 - A. Relieving letter from the current organization
 - B. Experience letters from all previous employers
3. Financial & Legal documents
 - A. For previously employed:
 - a. Form 16 / Income Certificate / Undertaking for the current fiscal year.
 - b. Pay slips for 3 months
 - c. Salary account statement for 3 months
 - d. UAN number
 - B. For all:
 - a. Proof of Identity – Aadhar Card
 - b. PAN card – If an employee does not have it at the time of joining, they must get it within 3 months of service.
 - c. Passport – If an employee does not have it at the time of joining, it is suggested to get it as soon as possible.
 - d. Proof of signature – Driving License / Passport / any legal document which bears the employee signature.
 - e. Bank A/c – Cancelled Cheque, Preferably with ICICI Bank.
4. Other documents / Information
 - A. Recent passport size photograph of employee (formal) – 3 Nos printed, an electronic copy
 - B. Health Fitness certificate from an approved medical practitioner
 - C. The blood group of employees
 - D. Employee Comprehensive Agreement, Employee Declaration & Undertaking
 - E. Declaration of clarity of employment aspects during the recruitment process.
 - F. Proof of insurance policy, coverage, and receipt of payment for reimbursement for employee and immediate family i.e., spouse, children