

Date: 26,Feb,2024

Naga Manikanta Ayyala

7/192, Balijapalli, Chinnamandem, Beside police Station, Chinnamandem, Rayachoty, Kadapa, 516214

Your appointment in our Company

With reference to your application and subsequent discussions you had with us, we are pleased to appoint you in our Organisation on the following terms and conditions:

- 1. Your appointment would be effective from the date you join duty, which is 1 April 2024, failing which the appointment offered would be subject to a review.
- 2. You are designated as "Senior Frontend Developer".
- **3.**Your **Annual Cost to the Company** shall be **Rs.14,13,600**. The fixed part of the pay is **INR 12,41,600** (inclusive of 6K wi-fi, that is released as Rs 500 per month) and the variable part is **INR 1,00,000** and the allowances/benefits part is **INR 72,000**. You may please find the compensation details as mentioned in the **Annexure I** attached along with this appointment letter.
- **4.** You will bear your own taxation (whichever applicable), which shall be deducted from your compensation and other dues, if any. You are also expected to serve a notice period of 2 months, from the day of the official acceptance of resignation or termination, that is susceptible to early release in case the management decides.
- **5.** You will be the whole-time employee of the Company and will not engage yourself in any work similar in nature to that of the Company and/or in which you may for the time being be engaged by the company and/or engage yourself, anywhere in any work, profession or employment in any capacity either honorary or otherwise.



- **6.** Please note that your assignment or work can be changed or altered whenever necessary at the discretion of the management to suit any new developments and requirements of the Company on the same terms and conditions without any additional benefits.
- **7.** Please note that you shall not disclose, part with possession or remove now or at any time, in future, whether during your employment or thereafter at any time, to any person for persons (except to those authorised by the Company) or use for your own purpose or for any purpose other than those for the Company, any private, confidential or secret information, trade secrets, know-how, manuals, product CD's, writings, records, notes, letters, drawings, plans, customer database, or any other data belonging to the Company, which you may have obtained or come across, by virtue of your employment, with the company or whether the Company is bound by an obligation of confidentiality or secrecy or not, to the third party or otherwise whosoever.

While maintaining the secrecy and confidentiality in the above-mentioned manner, you also assure to protect Company's Intellectual Property Rights (IPRs) such as copyrights, patents, trademarks, secrets etc. with respect to any product including any solutions developed by you while in the employment of the Company shall remain in the exclusive ownership of the Company and you shall have no right, title or interest in such IRPs.

- **8.** The assets of any of our Organisation should not be misused but employed for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, software facilities, material, resources as well as intangible assets such as proprietary information, relationship with customers and suppliers etc.
- **9.** You shall strictly follow the company's policies and procedures defined from time to time. Any deviation from the same would result in strict disciplinary actions against you including termination.
- **10.** The appointment of the employee is made on the basis of the information and details given in the Application for Employment. If at any time, any information or details given by you is found incorrect or false, your service will be liable for termination without any notice, salary in lieu of notice or compensation.
- 11. Your service would come to an end automatically on attaining the age of 58 years by way of retirement.



12. Please return the office copy of this letter duly signed by you as a token of acceptance of the above terms and conditions

For and on behalf of Convin

Durgesh Choudhary Co-founder & CPO, Convin

For Employee

I have read and understood the terms and conditions governing my services / employment with your organisation and the same are acceptable to me totally. I also confirm that I have received the Annexure I attached along with this appointment letter.

Signature Date:



Annexure I

Fixed Compensation and Benefits Details

Name: Naga Manikanta Ayyala

Designation: Senior Frontend Developer

DOJ: 01/04/2024

Sr. No	Particulars	Monthly	Annually
A	Salary	1,03,466	
1	Basic Salary	41,386	
2	House Rent Allowance @40% basic salary	16,545	
3	Other Allowances	45,535	
*	Gross Salary	1,03,466	
В	Deductions	7200	
1	Provident Fund (PF)	7200	
С	Net Salary	96,266	
D	Annual Fixed CTC (A*12)		12,41,600
E	Variable Pay		1,00,000
F	Allowance/Benefit		46,000
G	Medical Insurance		26,000