



1018/AP/HR
24th MAR 2021

EMPLOYEMENT OFFER LETTER

Ms. MEETHU JOSE,
Idukki, Kerala.

Dear **Meethu**,

Further to our discussion, we are pleased to welcome you to Abaci as per the Following terms:

1. Job title: UI/UX Designer

- Gather and evaluate user requirements in collaboration with product managers
- Illustrate design ideas using storyboards, process flows and sitemaps
- Design graphic user interface elements, like menus, tabs and widgets
- Build page navigation buttons and search fields
- Develop UI mock-ups and prototypes that clearly illustrate how sites function and look like
- Create original graphic designs (e.g. images, sketches and tables)
- Prepare and present rough drafts to internal teams and key stakeholders
- Identify and troubleshoot UX problems (e.g. responsiveness)
- Execute all visual design stages from concept to final hand-off to engineering
- Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks
- Create wire frames, storyboards, user flows, process flows and site maps to communicate interaction and design ideas
- Present and defend designs and key deliverable to peers and executive level stakeholders
- Establish and promote design guidelines, best practices and standards

Aggregate Job activities:

You will be reporting to the Project Manager/ Team lead. You will have to be creative as well as receptive to new ideas and products as well as have a good attitude towards learning. The initial phase of your duty will be to learn the administrative requirements, systems. It will be your fiduciary duty to ensure that your service delivered should be proper and in accordance to Abaci's strict rules and guidelines set forth.

You will be designing/developing solutions for the end user. You will have to coordinate with the sales people to make sure that you are "in sync" what has been agreed upon with the customer. At certain times; this job may have a heavier workload where you have to cope with personal adjustments.

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 Office No: 1421, 4th Floor, HiLite Business Park, Poovangal, Kozhikode, Kerala (673014), India



 mail@abacitech.com

We have a team approach at Abaci. We believe in synergy and the output is greater than the sum of the individual parts. We expect you to be a team player as well as a motivated and result-oriented individual. We expect you to be a quick learner and an eager one as well. We have an electronic documentation and a very centralized approach to working. We expect you to learn how are system functions as per ISO standards and our own in house IT infrastructure.

2. Compensation and Benefits:

Total CTC	: INR 120,000.00 Annum with below breakup
Basic salary	: INR 6,000.00 Per Month
House rent allowance	: INR 2,500.00 Per Month
Special Allowance	: INR 1,000.00 Per Month
Medical reimbursement Limit	: INR 6,000.00 Per Annum

Income Tax or any other statutory deductions will be done at source.

You will have to manage your transportation for travel back and forth from work.

3. Posting & Transfer:

Your present place of work will be at our **Corporate Office at HiLite Business Park, Calicut**. However, you can be transferred temporarily or permanently for duty anywhere in India, depending upon the needs of the organization. Your service may be transferred to any office of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at any given point of time.

4. Working Hours

The work timings will be process/program requirement as and when explained by your superiors.

5. Probation/ Confirmation:

You will be on a probation period for six months. Based on your performance your services will be confirmed after the probation period.

6. Leave :

You will be eligible to the benefits of the Company's leave rules on your confirmation the Company's service.

7. Notice period: After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 2 months' (two months) notice or salary in lieu thereof is given.



8. You will undertake, that while in the employment of the Company, and for a period of 12 months after separation from the Company, for any reason whatsoever, you will:
- I. Keep confidential and not disclose to any unauthorized persons
 - II. (a) All Company information, business and financial interests,
(b) Company intelligence, consisting of sensitive research, either acquired or in the process of being carried out
(c) Technical capability and
(d) Commercial intelligence disclosed to you and/ or acquired by you in the course of your employment
 - III. Not employ, use and/ or engage the confidential information for any purposes other than the business of the Company and only during the course of your employment with the Company.
 - IV. Not seek or obtain employment or consultancy directly or indirectly with any other Company entity/ organization or their associates/ affiliates, which is in competition with our Organization.
 - V. Solicit or endeavor to entice any employee or person involved, directly or indirectly, from any of the Company's operations.
9. You are employed in the Company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the Company.

10. Period of Contract:

The above offer is binding for a minimum of 2 years contract with the company.

In the event you break the contract at any point of time of employment, you will have to:

- a) Ongoing tasks should be completed or properly handed over prior to your reliving.
- b) Handing over should include list and timetable of actions, briefing of ongoing routine jobs, calendar of forthcoming events and deadlines, Passwords and login information, list of useful contacts, guide to navigating files and folders on the computer system, any training required for your replacement.
- c) Settle training and other development costs born by Company during your contract period

In acceptance of the above offer, please sign the copy of the letter so we can proceed with paper work necessary to initiate your employment

Wishing you Good Luck and welcome you to our team.

Aswani M P
Secretary - Human Resource

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Accepted
MEETHU JOSE

mail@abacitechs.com

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