



Date:17/06/2022

Vilayath Hussain  
Hyderabad,

Vilayath Hussain,

We have pleasure in appointing you as Role **"Relationship Manager"** in our organization. Bearing with the Designation **"Sr.Executive sales"** bounten effective from "June 21<sup>st</sup> 2022" on the following terms and conditions. Your CTC is 3lakhs per Annum. (60% is fixed and 40% is variable as per the work performance). Reporting to **"Distribution Head (Operations)"** Employee Grade BG2.

### 1. Placement Compensation

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

### 2. Salary Taxes:

You will be paid consolidated salary as mentioned in your appointment letter. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered / changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

### 3. Posting Transfer

Your initial posting will be at "Hyderabad". However your services are liable to be transferred, to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

### 4. Probation:

You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has Been issued in writing. You would be on probation for 3 months during which you would not be entitled to any leaves or permissions.

**5. Increments and promotions:** Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management. Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.



**6. Retirement:** As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

**7. Working Hours:** You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

**8. Medical Fitness:** Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

**9. Termination / Separation:** Your employment with the Company can be ceased either by the company or by you as per below:

The notice period is going to be 45 days written notice during the Probation Period. For a confirmed Employee / Trainee / Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards **BOUNTEN** as compensation. In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement was signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

**10. Employment Verification:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

**11. Employment Law and Norms:** This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of what's ever nature between you and



management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

**12. Agreement:** You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence To all terms, conditions, rules and regulations of the Company.

**13. Confidentiality:** you will not, at any time, during the employment or after without the consent of the board of directors or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your services or otherwise.

**Responsibilities & Duties:** your work in the Organization will be subject to the rules and regulations Of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

**14: Medical Fitness:** Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

**NOTE:** For field sales Employees Travelling allowance will be given 4Rs/Km for two wheeler. For 4 wheeler 11Rs/km (applicable for BG3 & above).

#### **Employee Grade Classification:**

BG1: Executive and Officer Level (Base Level Executer)

BG2: First Level Supervisor and Support Function Assistance

BG3: Second Level Supervisor and Support Function Lead position

BG4: Manager/Senior Manager/Vertical Head

BG5: GM

BG6 Management

Yours Faithfully,

For **Bounten**

(Candidate Signature)

**ManasaReddy.A**  
Human Resources