Date: {{varDate}}

Dear {{varName}},

**Subject: Offer of Employment**

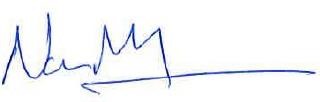
Congratulations! Further to your discussion with us about your full-time employment, and the subsequent selection process, we are delighted to offer you a role of **{{****varDesignation}}** with Belcan India Pvt. Ltd (the "Company") in Band **{{****varBand}}** and sub band **{{varSubBand}}**. Your scheduled date of your joining the Company is **On or Before {{****varDOJ}}.**

Your Total Gross Salary will be INR **{{****varSalary}} (Rupees {{****varSalaryWords}} Only)** per annum. This has been detailed in the Annexure A of your offer letter.

We have a Role and Competency based structure comprising of bands and sub bands. These represent a distinct responsibility level defined within the organization. The bands range from S to L and are further classified into sub bands.

The terms & conditions of our Offer of Employment to you are mentioned in detail as you go through the document.

For Belcan India Pvt Ltd,



Naveen Munnangi

General Manager & Whole time Director– India Technology Centre.

**Annexure – A**

|  |  |  |
| --- | --- | --- |
| **Name** | **{{varName}}** | |
| **Band** | **{{varBand}}** | |
| **Sub Band** | **{{varSubBand}}** | |
| **Designation** | **{{varDesignation}}** | |
| **Location** | **{{varLocation}}** | |
| **Components** |  |  |
| **Fixed Compensation** | **{{varFixedPayPerc}}%** | **{{varTotalFixedCTC}}** |
| **A. Fixed Compensation:** | **Per Month** | **Per annum** |
| **Basic** | **{{varMBasic}}** | **{{varABasic}}** |
| **HRA** | **{{varMHRA}}** | **{{varAHRA}}** |
| **Employer Provident Fund** | **{{varMPF}}** | **{{varAPF}}** |
| **{%tr if iSBonus %}** | | |
| **Statutory Bonus** | **{{varMBonus}}** | **{{varABonus}}** |
| {%tr endif %} | | |
| **{%tr if iSShiftAllow %}** | | |
| **Shift Allowance** | **{{varMShiftAllow}}** | **{{varAShiftAllow}}** |
| {%tr endif %} | | |
| **Flexible Benefit Plan** | **{{varMFBP}}** | **{{varAFBP}}** |
| **Total (A)** | **{{varTotalMCTC}}** | **{{varTotalFixedCTC}}** |
| **B. Variable Compensation** | **Per annum** | |
| **Individual Performance Linked Pay** | **{{varVariablePayPerc}}%** | **{{varVariablePay}}** |
| **Total (B)** |  | **{{varVariablePay}}** |
| **Total Cash Compensation (A+B) (TCC)** |  | **{{varTotalACTC}}** |

\* Flexible Benefit Plan: EMPLOYEEs will also be given an option of restructuring their “Flexible Benefit Plan” and choose from the following heads: a. Leave Travel Allowance

1. Food Card
2. Children Education Allowance
3. Children Hostel Allowance
4. Special Allowance

**Insurance**:

1. Group Medical Insurance up to Rs. {{varGMI}} for Self and up-to 5 Dependents.
2. Group Personal Accident Insurance for Self upto Rs. {{varGPA}}.

**Gratuity**: Gratuity, as per Payment of Gratuity Act.

{% **if** iSMngtBonus %}

**Annual Management Bonus:**

You would be eligible for Annual Management Bonus ***up to******maximum of 10%******on*** your ***fixed salary*** which is subject to the company financial performance. It will be extended at the end of the financial year and any payment would be pro-rated based on your employment period with applicable taxes. Also, you would require to be on the rolls of company during the payout.

{%p endif %}

{% **if** iSVariablePay %}

**Performance Linked Variable Pay:**

Performance Linked pay forms part of the compensation package of the EMPLOYEE. It aims at monitoring, assessing and reviewing the individual’s performance against stated goals and objectives. It will be paid monthly based on achievement of targets and fulfilling the plans as set out. This varies between 0% and 120% and is based on the individual performance.

The payment will be prorated from the date of joining. The payment will be affected as and when notified by the Management, and will be paid along with the payroll monthly. To be eligible for the payout, you will need to be employed with the Company on the applicable date of Pay out.

{%p endif %}

{% **if** iSJoinBonus %}

**Joining Bonus:**

Joining Bonus Paragraph

{%p endif %}

{% **if** iSMonthIncentive %}

**Monthly Incentive Pay:**

Monthly Incentive Paragraph

{%p endif %}

**Assignments / Transfers / Deputation:**

Your current location of employment shall be {{varLocation}}. However, please note that the Company reserves the right to transfer its EMPLOYEEs to any unit(s) / department(s) or office(s) of the Company or of its affiliates and/or the office of the Company's customer ("Work Location"), other than the one an EMPLOYEE was initially hired to work for.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Accordingly, we want you to be aware that you may be transferred to another Work Location in the future depending on the Company's business requirements. Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the following.

In the event of a transfer of your Work Location, the Company shall do its best to accommodate, solely at its own discretion, any requests or preferences you may have with respect to your choice of Work Location or any other matter in relation to the transfer, consistent with internal Company's policies.

If the Company provides you an opportunity for an Onsite Business Visit i.e., International travel to other Belcan work locations for a minimum duration of two weeks, you need to serve your employment further with Belcan India for a duration of 18 months from the date of your arrival in India. However, incase if you decide to quit from Belcan India without completing 18 month’s service from the Date of your onsite visit then the total expenses (Visa, Travel Tickets, Per Diem, Accommodation, etc.) incurred for your onsite travel will be recovered from you for a smooth exit.

**Probationary Period and Confirmation as a Permanent EMPLOYEE:**

You will be on probation for a period of six months from the date of joining the company and may be confirmed as a permanent EMPLOYEE upon successful completion of your probation review. Please note that as per Company policy, the EMPLOYEE would be confirmed on the 1st day of the month succeeding the month of completion of probation of six months from the date of joining the Company or after the period of probation, whichever is later. In addition to your performance during the Probationary Period, your confirmation as a permanent EMPLOYEE is subject to your submitting the requisite documents as required by the Company.

**Earned Leave:**

The Company provides only one type of leave, i.e. earned leave. You shall be eligible for 21 days of leave for an entire calendar year. Leaves will be credited month on month on a prorated basis from your date of joining. You are advised to take all the earned leaves during that particular year. However, incase if you are not able to avail the entire eligibility you can carry forward earned leave to the next financial year as per Leave Policy.

**Termination of your employment:**

During probation, your services can be terminated by providing thirty days (30) of notice. On confirmation as a regular EMPLOYEE, you will be required to give three months of notice. Similarly, the Company may pay salary (Gross Pay) in lieu of Notice period, if required but not a mandatory.

In case of unauthorized absence or absence without permission from duty for a continuous period of five (5) days your employment shall automatically come to an end without any notice of termination and will be treated as absconding from services.

You will be governed by the Company’s laid down Code of Conduct and if there is any breach of the same or nonperformance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

Reference check shall be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the Company or if the information furnished by you is not true, the Company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

# Background Checks, Pre- employment medical Test, Drug Test

The Company may, at its discretion, will conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish few documents listed in “Offer Annexure”. You would have to undergo a pre-employment medical test and Drug test prior to joining. If the Company is not satisfied, in its sole discretion, with the outcome of the Test reports and background checks, the

Company 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.

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

# Authenticity of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application process, and on the ability to handle any assignment / job independently anywhere in India or Overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

# Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

**Authorization**

Only those authorized by a specific power or attorney, may sign legal documents representing the Company.

# Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your Computer Systems.

# Security

You will at all times conform to the Security regulations prescribed at your place of work (including worksite at clients’ location) for security of personnel, data and assets.

# Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation / secondment abroad, you will be required to sign a deputation agreement with the Company and also execute a Surety Bond on such terms, as the Company may deem appropriate. (This agreement will consist, inter alia, of issues like (a) your commitment to complete the project (b) your returning to India after completion of the project and serving the Company for a period of 18 months).

# Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Products developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute / sign such documents for the purpose of assigning such intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be used by you in any manner independent of the Company.

# Jurisdiction

Even though the Company may depute you Overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Hyderabad only.

# Retirement

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

# Antecedent verification

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through us to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend co-operation (if asked for) during such verification without any protest or demur. If there is a discrepancy in any of the information submitted by you (which formed the basis for this offer) or in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer at any time during service.

# General

The above terms and conditions are based on Company Policies, procedures, benefits and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Travel, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

This is to certify that I have gone through and understood all the terms and conditions mentioned and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

**Joining Documents**

At the time of joining, you are requested to bring the following documents in original, along with one copy each.

* Certificates supporting your educational qualifications along with mark sheets:
* Std X Certificate and mark sheet
* Std XII Certificate and mark sheet
* Degree Certificate and Semester-wise / Year-wise mark sheeet
* Master’s Degree Certificate and Semester-wise / Year-wise mark sheets
* Diploma /PG Diploma Certificate and Transcripts Any other Certificates with supporting documents, if any
* Your latest 3 months’ salary slips
* Your relieving letter / Service Certificate along with Salary details from the last three employers
* Acknowledged copy of our offer of appointment
* Cancelled cheque leaf of your Bank account
* Form 16 or Taxable Income Statement duly certified by the previous employer (statement showing deductions and Taxable Income with break-up)
* 3 passport sized color photographs with Blue background
* Valid pages of the Passport
* Valid government ID proof for your current / permanent address - Driving License/Voter ID card
* Copy of Aadhar Card
* PAN Card - You must carry and provide your PAN card copy. Please note that it is mandatory to provide PAN Card (as submitted by the Income Tax Department) for processing of your Payroll. No payment on account of Salary will be made without this.

Please bring all the Certificates supporting your educational qualifications along with mark sheets in original for verification only.