

Mousumi Ara Ahmed,
Vill:Goremari P.O:Pachim Mazdia PS:Sarthebari,
PS:Sarthebari,
Barpeta - 781305.

17-Mar-2021

Sub: Letter of Offer

Dear **Mousumi Ara**,

We are pleased to invite you to join "**ObjectFrontier India Pvt. Ltd.**" as one of its valuable members and this letter sets forth the terms of appointment

1. Designation: **Software Engineer**
2. Reporting location: **ObjectFrontier India Pvt. Ltd.**

Ascendas International Tech Park,
Unit No: 4, 12th Floor, Zenith building
Taramani, Chennai - 600 113

(However, your services are liable to be transferred at any time to any location either within Chennai or any other location)

3. Date of Joining: **18-Mar-2021**
4. Total Remuneration: **INR 1000000/- per annum (CTC)**

*(Break up of above Compensation details are annexed in **Annexure B**)*

Terms and conditions:

- a. You should submit all the relevant documents as mandated by the company as indicated in **Annexure C**. Any false projection/duplication/misrepresentation discovered in the background checks, will lead to the cancellation of this employment without any compensation whatsoever, the agreement between you and the company as employer-employee never having come into existence. Any false projection/duplication/misrepresentation found at a later stage will lead to the Termination of your employment without any compensation/ remuneration whatsoever. The company also reserves the right to take appropriate disciplinary / legal action against you.
- b. You should obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the company). In any case you must submit the clear discharge and or relieving letter on the day of joining

- c. You should not have been involved in any fraud, or behavior considered moral turpitude leading to departmental/other inquiry in your previous employment(s) and or been part of any pending investigation which you have not disclosed to the company prior to joining
- d. You shall submit yourself for an authorized medical examination as prescribed by the Company at the time of joining and before entering into employment. Any medical results contrary to the basic health requirements approved by the Company will lead to the cancellation of this offer without any compensation, the agreement between you and the company as employer-employee never having come into existence.
- e. You shall sign off on a NDA on joining OFS. This is to enforce that you shall both during your employment with the company and thereafter, maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to, the trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, associates, and clients except for the benefit of the company. A project specific NDA may also be required, depending upon the project requirement.

This is only a letter of offer and an Appointment Letter will be issued upon the completion of all the joining formalities.

We look forward to having you on board with the 'Frontian' Family.

Yours sincerely

Allwyn Herbert Raja.A

Director

I have read the terms and conditions and in token of my acceptance I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature

Mousumi Ara Ahmed

Annexure A

Policies:

1. *Working Hours*

OFS observes a 5-day week with Saturday and Sunday as weekly holidays. Office working hours will be 8 business hours per day that is flexible, unless otherwise stated in the offer letter and these are subject to change depending on business requirements.

2. *Confidentiality*

You are expected to maintain a high degree of confidentiality in terms of the specific work that you are handling. Information pertaining to client projects and clients is not to be shared with other colleagues, unless there is a specific need for them to know.

Employee agree and undertake to hold the Confidential Information absolutely secret and in the strictest confidence and not to at any time disclose or use or permit to be disclosed or used any of the Confidential Information for any purpose other than upon the instruction and direction of Employer.

3. *Probation and Leave eligibility*

You will be on probation for a period of 6 months from the date of joining service. During the probation period, you will be eligible for causal leave, a maximum of 6 days per calendar year. On confirmation, you will be eligible for 10 days of PL & 12 days of CL per calendar year. However, this will be credited on pro rata basis during the first year. You are expected to familiarize yourself and follow the OFS leave policy while availing leave.

4. *Notice Period and Termination*

Employees who intend to resign from the services of the company shall serve for a period of 2 months from the date of acceptance of resignation or pay the salary in lieu of such notice period to the company. Employees who are in the probation period shall serve a notice period of a month. Human Resource Department may, at its discretion, accept such resignation and relieve with immediate effect or with effect from a date well before the expiry of the notice period as it deems fit. Salary in lieu of such notice period waived shall not be paid

Termination of the employment/contract shall be in accordance with the exit policy of OFS. Such termination includes but is not limited to retrenchment, absconding from work, and discharge due to performance, Organization policy violation and disciplinary action.

5. *Absence without Notice*

If an employee is absent from work for 5 consecutive working days, he shall be considered as absconded employee and HR department shall follow the absconded employee process under exit policy.

6. *Intellectual Property Rights*

All employees/consultants would be provided with necessary software, hardware, communication facilities, including intranet and internet access for effective completion of the assignment / work. Employees/consultants are expected to take complete ownership of the assets provided to them by the company. The respective employee/consultant shall be liable in case of any damages caused to the assets. OFS facilities should not be used for personal or commercial advertisements, solicitations, or promotions. Please refer security policies in OFMC for more details.

7. *Code of conduct*

You shall devote your whole time and attention to the business and interest of the company and shall not engage in any other business or occupation whatsoever, except with the company's consent in writing. You shall either directly or indirectly not work or do consultancy or engage in any such services of any organization, company or firm or any company which is subsidiary or parent of a company which is in direct competition in business with the company for a period of one year from the date of leaving the services of the company

You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions. You shall, honor and comply with all rules and regulations of the company and statutory requirements in letter and spirit.

Annexure B

Candidate Name : Mousumi Ara Ahmed		
Particulars	Amount (PA)	Amount (PM)
Basic	4,00,000	33,333
House Rent Allowance	2,40,000	20,000
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Internet & Telephone Allowance	24,000	2,000
Leave Travel Allowance	75,000	6,250
Special Allowance	2,05,200	17,100
Annualized Fixed Total (A)	9,78,400	81,533
Employer Contribution to PF (B)	21,600	1,800
ESI (C)	-	-
Annual Total Cash Compensation (A+B+C)	10,00,000	83,333
Employee Contribution to PF	21,600	1,800
ESI Employee Contribution	-	-
Medical Insurance (D)	6,000	500
Annual Total Remuneration (A+B+C+D)	9,50,800	79,233
Variable Pay (E)	-	-
Others	-	-
Annual Total (A+B+C+D+E)	10,00,000	83,333
Other details: * Eligible to be covered under Group Medical Insurance and Group Personal Accident Policy • Eligible for Sodexo (Optional)		

Notes:

- Salary will be credited on or before 5th of every month in the salary account provided by the company.
- In case Permanent Account Number (PAN) is not produced, highest tax rate will be applicable to all amount in which tax is deductible at the source under the applicable Tax law
- Company reserves the rights to change the compensation structure and or compensation components from time to time

Annexure C

MANDATORY DOCUMENTS TO BE PRODUCED ON THE JOINING DAY:

Kindly ensure that the photocopy of the following documents should be submitted on Day 1. Originals at the same should be carried for verification and will be returned on the same day

ID proof (any one of the following documents)*
Valid Passport
Valid Driving license
PAN card*
Voter id
Aadhar card*
Ration card (applicable only if own photo is printed on it)
Postal id card
Address proof (submit any one of the following documents)*
Valid Passport
Valid Driving license
PAN card
Voter id
Aadhar card
Ration card
Bank pass book
Utility documents
Details of education
10th mark sheet*
12th/Diploma mark sheet*
UG mark sheet*
UG degree certificate* (Provisional certificate for fresher - having 0 years of experience)
PG mark sheet,
PG degree certificate
UG degree certificate (if any)
Professional certificates
Past employment documents
Employment letter* (from all employer)
Last three months' pay slips* (Only from the last employer)
Relieving letter* (from all employer)
Service certificate* (from all employer)
IT declaration documents
Form 16/Tax workout sheet (for the period of current financial year from previous employer)
PAN card
Universal account number for PF

Line item highlighted with the symbol * are mandatory documents.

Line item highlighted with the symbol **are non-returnable documents.