

OFFER LETTER

Sep 02nd, 2024

To,

Aksa Kurian,
Flat no.2718, Studio Tower, Paras
Tirea, Sector 137, Noida

Subject: Offer for the post of Trainee - PHP Developer

Dear Aksa,

Congratulations!

This is with reference to your application and subsequent interview held with Phoneme Solution Pvt. Ltd. We are pleased to offer you as "**Trainee - PHP Developer**" in our organization on the following terms and conditions.

Commencement of employment: Your joining date is 02 Sep 2024.

Remuneration: Your total annual compensation would be in INR 1, 44,000/- (One Lakh forty four thousand) per annum. CTC Breakup is at Annexure A.

Please note that the salary structure of the company may be altered/modified at any time with notice and your remuneration package may accordingly be altered /modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the rules as well as statutory provisions in force from time to time and subject to deduction of taxes at source.

Working Hours: Your working hours will be 9:00 am to 06:00 pm. as per the current company policy you need to complete 9 hours in a day, company observes a 5-day work week and all Saturday and Sunday will be full day week off.

Probation/Confirmation: You will be on a Probation period for Six months. Based on your performance your services will be confirmed with the company in written after six months. During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Leave: You will be entitled for the benefits of leaves as per the company's leave policy after successful completion of your probation period.

Notice Period: This appointment may be terminated by either side by giving Thirty days' notice or one months' salary in lieu of notice period. During the Notice period, you are supposed to hand over all the assets, and belonging and do the complete knowledge transfer. Upon receipt of the above all, during signed by your manager, your full and final settlement will be done. You are not supposed to take any leaves during this period.

General:

- (1) You will be governed by the company's rules and regulations (as well as practices) as enforced from time to time in respect of matters not covered by this letter of offer. The Company's decisions on all such shall be final and binding on you.
- (2) If you remain absent for more than three days without any information or beyond the period of leave originally granted or subsequently extended, you shall be considered as abscond and your employment will be terminated without any notice with immediate effects unless give an explanation to the satisfaction of the company regarding such absence
- (3) Your services are transferable at short notice, to any group company. The working hours applicable to you will be the same as are observed depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift as may be warranted by the company's/client's work requirements.

Confidentiality: During your employment with the company and thereafter you will, at all times, hold in strictest confidence, and not use, except for the benefit of the company, or dispose to any person, firm, or corporation without the written authorization of the Board of Directors of the company, any confidential information of the company or related corporations, clients, etc. You will understand that 'Confidential Information' means proprietary information of the company or any related corporation, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you (may call or with whom you may become acquainted during the terms of your employment), market, software, developments, inventions, processes, formulae, technology, designs, drawings, and engineering, hardware configuration information, marketing finance, or any other information disclosed to you by the company or related corporations, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be in the company's role.

Conflict of Interest:

- 1) During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other full time or part time employment or assignment without the prior written permission of the Company.
- 2) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- 3) If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

Termination: The Company reserves the right to terminate your employment without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including all correspondence, documents, market data, cost data, effect, records or confidential information etc., in your possession or under your control relating to your employment or to clients' business affairs.

In addition in the event of your leaving the company's services, or upon the termination of your employment, you shall not be engaged whether directly or indirectly, whether by employment, consultancy, partnership, or otherwise in any type of business/commercial association with any of company's competitors for a period of two years from the date of your leaving the services of the company, without the express written consent of the company being first obtained. Further, you will agree to execute any further documentation regarding the protection of any information as the company may require or request from time to time after the commencement of your employment.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy (attached) to Manager - HRD, duly affixing your full signature on the last page and initials on the remaining pages on or before 04 Sep'2024 else this offer will automatically be cancelled.

We welcome you to the Phoneme family and wish you a successful career with us.

Regards,

For Phoneme Solutions Private Limited.

ARFA

Acceptance Copy

(I have read and understood the above terms & conditions of employment and I accept them)



(Employee Signature)

Manager-Human Resource

Annexure A

<u>Salary Break Up</u>		
Component	Per Month (in Rs.)	Annual (in Rs.)
Basic	6,000	72,000
HRA	3,000	36,000
Travel Allowance	1,500	18,000
Mobile Reimbursement	1,000	12,000
Special Allowance	500	6,000
Total	12,000	1,44,000

