



Delphime Consulting Pvt. Ltd,
CoWrks, Worldmark1,
Asset Area 11,
Aerocity, Hospitality District,
Indira Gandhi International Airport,
New Delhi - 110037
Tel: +971 43200033
www.delphime.com
info@delphime.com

EMPLOYMENT OFFER LETTER

Date: May 6, 2024

Private & Confidential

To,
Shanmukha Anjaneyulu Nidamanuru
Address/City: Comfort landmark apartment Flat No:103, Road No:9-3, Bandari layout, Nizampet,
Hyderabad, Telangana-500090
Contact Number: 9908101076
Email id: anjaneyulun.js@gmail.com

Dear Mr. Shanmukha,

Sub: Employment Offer Letter

Contract of Employment

Delphime Consulting Pvt. Ltd. (herein referred to as Company) is pleased to offer **Mr. Shanmukha Anjaneyulu Nidamanuru**, (herein referred to as Employee) the position of **"Senior Consultant–Custom Digital Transformation"** under the following terms and conditions. This employment offer letter and the annexures to this employment offer letter shall together be the "Contract of Employment" with the Company.

1. Title

(1.1) The Company employs, and **Mr. Shanmukha Anjaneyulu Nidamanuru**, accepts employment with the



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Company. Unless otherwise communicated, this Contract of Employment shall continue to be binding upon the Employee even after position or remuneration changes.

(1.2) The nature of the Company's business demands that the Employee is flexible with their approach to work to serve the best interests of the Company. Accordingly, the Employee agrees to undertake such duties as the Company may reasonably allocate and to accept any modification or removal in their assigned duties as the Company may require, to consider the changing needs of the Company's business and operations and the Employee's role within it.

(1.3) The Employee shall, while undertaking their employment duties, devote the whole of their time, attention and abilities to the Company and any Affiliate and shall use their best endeavors to promote and protect the general interests and welfare of the Company and any Affiliate to which they may from time to time render their service/s as per the Company's directions.

2. Joining Date

The Employee's employment with the Company will commence on **13th May 2024** and shall continue until terminated in accordance with this Contract of Employment.

(2.1) In case the Employee is unable to report for work on the joining date for a reason that is satisfactory for the Company as stated below:

(2.1.1) If a valid work permit or other permission or authorization has not been obtained or is not in-effect on or before the Joining Date or the Employee is not entitled lawfully to reside and undertake employment with the Company in India, the Company shall have the right, but not the obligation, to extend or postpone the Joining Date.

(2.2) If the Company does not agree to extend or postpone the Joining Date, the Company may give notice to the Employee to rescind this Contract of Employment whereupon the Company shall have no liability to them.

3. Probation

The first six months of the employment will be on probation. During this period, the services may be terminated by the Company with thirty (30) days of notice, and by the Employee, with sixty (60) days of notice, in writing. The Company reserves the right not to accept salary in lieu of the notice period.

A handwritten signature in blue ink, reading "Karika Arora", with a horizontal line drawn underneath it.



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(3.1) At the end of the six (6) months probationary period, the Company may, at it's discretion:

- If satisfied with the Employee's performance and suitability for continued employment, confirm their employment in writing subject to any additional or amended terms as the Company may deem fit to apply, or
- Terminate the employment by giving the Employee thirty (30) days written notice of termination.

(3.2) In the event, after the completion of the initial six (6) months probationary period, the Company neither confirms nor terminates the employment as mentioned above, the Employee's probationary period shall be deemed to be extended for such duration and up till such time the Company either confirms the employment or terminates the employment as mentioned above.

4. Duties and Responsibilities

(4.1) The Employee shall devote their whole time, attention, and ability solely and exclusively towards the performance of the duties and responsibilities assigned to them by the Company from time-to-time during the Company's normal business hours and at such other times as may be necessary.

(4.2) The Employee shall properly and faithfully serve the Company and use their best endeavors to protect and further the interests and reputation of the Company.

(4.3) The Employee shall undertake any additional duties as the Company may require of the Employee from time-to-time and undertake various responsibilities in this respect, and devote their whole of time and attention to the business, to the best of their skills and abilities including the following:

(4.3.1) To promote the interest and welfare of the Company.

(4.3.2) To conform to and comply with the Company's manual/policies and such directions and orders as may from time-to-time be given by the Company.

5. Benefits

(5.1) The Employee may also be additionally reimbursed for any business-related expenses incurred in

A handwritten signature in blue ink, which appears to read "Kavita Arora", is written over two horizontal blue lines.



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accordance with the relevant Company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of duties and will be conveyed to the Employee at the time of accepting the assignment.

(5.2) The Employee will be refunded fuel, telephone, and any other expenses, based on their job role, only for the part used for Company related activities. The Employee is not entitled to a refund for any other expenses unless these expenses are pre-approved by their reporting Manager/HR.

(5.3) The Employee may also be entitled to a floating medical insurance plan where they are covered under a common health insurance cover. The scope of this medical insurance cover will be communicated to the Employee within a month of their joining the Company.

(5.3.1) For full-time employees, the floating medical insurance plan also extends to their dependent family members. Interns are covered only in their individual capacities.

6. Place of Work

(6.1) The Employee's principal place of employment shall be remote until specified by the Company and they may be required to work temporarily or permanently at other locations in India or abroad from time-to-time. The Company may, at its sole discretion, transfer the employment accrues to any of the other company in India or Overseas or to an Affiliates of the Company, so long as the benefit of the employment accrues to the Company.

(6.2) The Employee's employment shall also be bound by any policy of such other Office or Affiliate, in existence at the date of this agreement or that may be subsequently adopted / framed by the Company or the Affiliate. The Employee will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of their duties.

7. Office Hours

(7.1) The Company's normal business hours are from 10.30AM to 7:30PM IST with a break of upto 60 minutes for lunch.

(7.2) Depending on business exigencies, the Employee may be required to work in different shifts or hours.

(7.3) The office hours may be amended by the Company from time-to-time. Further based on business

Kavita Arora



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exigency, the Company has the right to require the Employee to work additional hours on weekdays / weekends and on other notified holidays, with or without additional payment by reference to the need to enhance and / or protect the Company's interest or business. The Employee will be guided by the relevant policies which are in force at the time.

8. Remuneration

(8.1) As compensation, the Employee's CTC is ₹ 22,00,000 per annum. This shall accrue daily and be payable monthly in arrears by the last working day of the subsequent month. It is clarified that 'CTC' shall comprise the total cost to the Company and include all payments made by the Company directly to or on the Employee's behalf, whether as salary or otherwise.

(8.2) All details are mentioned in Annexure 1.

9. Termination of Employment and Notice Period

(9.1) This Contract shall be terminated upon

(9.1.1.) the dissolution of the Company or,

(9.1.2) Upon confirmation of employment, the Employee's employment may be terminated by the Company with sixty (60) days of notice, and by the Employee, with ninety (90) days of notice, in writing.

(9.2) The Company reserves the right not to accept salary in lieu of notice period.

(9.3) The Company reserves the right to terminate the employment, without notice, on grounds of breach of policy, misconduct or where the Employee's performance has been found to be unsatisfactory.

(9.4) Absence for a continuous period of six days without prior approval of the reporting manager (including overstay of leave/ training) can lead to the Employee's services being terminated without notice.

A handwritten signature in blue ink, reading "Karilca Anand", with a horizontal line drawn underneath.



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(9.5) Upon separation from the Company on account of either resignation or termination, the Employee shall return to the Company all the assets and property (including any leased properties) of the Company including and not limited to any devices, documents, files, books, papers and memos whether in hard or soft copy which is in their possession or custody.


(9.6) The Employee agrees that they will not, at any time after the cessation of their employment, represent as still having any connection with the Company or any Affiliate save as a former employee and only for the purpose of communicating with any applicable statutory requirements.

(9.7) Upon the termination of this employment, the Employee covenants and agrees with the Company that the Employee will not work for a period of one year following termination of the employment with any other company that is a direct competitor, supplier, and client of the Company, globally, or solicit business from or contract with any customer of the Company.

Warm Regards,


For Delphime Consulting Pvt. Ltd.

Authorized Signatory


Shanmukha Anjaneyulu Nidamanuru

Signature



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ANNEXURE 1

REMUNERATION DETAILS

In consideration of the Employee undertaking the employment for the Company, the Company shall pay the Employee as follows:

Delphi Consulting Private Limited		
Name	Shanmukha Anjaneyulu Nidamanuru	
Designation	Senior Consultant - Custom Digital Transformation	
Location	India	
Date of Joining	13 th May 2024	
Salary Breakup		
	Monthly (INR)	Yearly (INR)
BASIC SALARY	83333	1000000
HRA	41667	500000
LTA	8333	100000
OTHER ALLOWANCE	31533	378400
TOTAL GROSS SALARY	164867	1978400
PF Employer Contribution	1800	21600
ESIC Employer contribution	0	0
Gratuity Employer Contribution	0	0
TOTAL CTC	166667	20.00,000
Variable Pay	Basis Performance	2,00,000
TOTAL CTC (Including Variable)		22,00,000
Deductions		
TDS	As per Calculations	As per Calculations
PF Employer Contribution	1800	21600
PF Employee Contribution	1800	21600

Kavita Anand



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PLEASE NOTE: TDS would be deducted from the monthly salary as per the tax computation, considering the statutory compliance in India and the investment declaration provided by the employee.

*The variables will be based on the average of 3 monthly ratings and feedback from

- 1) Client,
- 2) Management and peers,
- 3) Timely delivery of projects, support requests and service requests.


Below table summarizes the variables: -

Quarterly Average Performance Rating	Rating meaning	Quarterly Incentives/Variables (₹)
Rating 7	Average performance	12,500.00
Rating 8	Above average or good performance	25,000.00
Rating 9	Excellent performance	37,500.00
Rating 10	Outstanding performance	50,000.00

Warm Regards,


For Delphi Consulting Pvt. Ltd.

Authorized Signatory


Shanmukha Anjaneyulu Nidamanuru

Signature



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ANNEXURE 2

Listed below are the documents that need to be furnished (original certificates and self-attested photocopies) within one week of receipt of the offer letter.

- a. **Employment Offer Letter** accepted and signed by the employee. (Original Delphi Offer Letter).
- b. **Identity Proof:** Self attested copy of Passport, Aadhaar Card, PAN Card.
- c. **Academics:** Most recent and Highest Qualification certificates or Graduation Degree attested/apostilled by the concern authorities.
- d. **Work experience documents of current and last three previous employers** (Relieving letter, offer letter, salary slips of two months, Form 16)
- e. **Recent passport size photograph**

Kavita Arora