

May 11, 2022

Mr. Periasamy P

No.5/39 Ammapatti puthupatti post,  
 palakurichy via,  
 Trichy, Tamil Nadu,  
 India, 621308

Dear Mr. Periasamy,

It is with immense pleasure that we hereby offer you the position of **SENIOR SOFTWARE ENGINEER** in **Band 1** and **Level 3** as per the organization structure with a total compensation of **INR. 1500000 per annum** (Rupees Fifteen Lakh Only). The fixed compensation structure will be as detailed below:

	Per month (INR)	Per annum (INR)
Basic Salary	50,000	6,00,000
HRA	25,000	3,00,000
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	41,150	4,93,800
<b>Gross Pay (a)</b>	<b>1,19,000</b>	<b>14,28,000</b>
<b>Other Benefits: (b)</b>		
Employer's Contribution to PF	6,000	72,000
<b>Cost to Company (a) + (b)</b>	<b>1,25,000</b>	<b>15,00,000</b>

Please note, your compensation will always be measured as Cost to Company, which includes the Company's Contribution to your Provident Fund account.

Please be advised that your next 'Salary Revision' will become due in the subsequent year of April month.

#### List of Documents to be submitted on the Day of Joining

- Photocopies of all educational certificates and mark sheets (10<sup>th</sup>, 12<sup>th</sup>, degree, PG, diploma etc).
- Photocopies of all employment letters (offer, experience, relieving and appraisal letters of all previously worked companies).
- Photocopy of last drawn pay slip.
- 3 passport size photos.
- Photocopy of a valid Passport.
- IT declaration form.
- Form 16 from previous employer / Tax computation sheet in original
- Photocopy of PAN Card.
- Photocopy of driving License and / or Voter's ID.

The original documents for the above may also be produced, which will be returned to you after verification.

## **Terms & Conditions of Employment**

1. You are requested to join on **11-May-2022** at your base location **Chennai**. The Company will have the right to transfer you to any other location if required as the company may, from time to time determine.
2. When assigned in projects, you will report into your project Supervisor at Customer Site or at Indium. When not assigned on projects, you will report to the Head of Resource Management Department at Indium.
3. Non-disclosure clause  
You must observe strict secrecy and shall, at no time without prior consent of the Company, in writing, disclose or divulge or make public except on legal obligations, any information regarding the Company's affairs or Administration or Marketing or Sales or any research carried out whether the same is confined in you or become known to you in the course of your service or otherwise.
4. Clause of Non-Compete

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

Where your services with the Company are terminated as per the terms and conditions of the appointment or at any time thereafter in any other manner or you resign from the services of the Company, you shall not join any person or form any organization or join any other company having business relationship, directly or indirectly, with Indium without prior written approval from the Management or form any configuration to carry out business similar/identical to the business carried on by our Company INDIUM SOFTWARE (INDIA) LIMITED for a minimum period of 2 years.

5. Use of Company Resources

You are required to deal with company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with Company material, documents or theft or misappropriate regardless of the value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the appointment letter.

6. Confidentiality

All works such as Development, Modifications, Improvisations in the form of Programs, Studies, Reports, Manuals, Products etc., carried out for the Company in India or / and abroad, with your direct / indirect involvement shall be the property of the Company. The copyright for the work will be with the Company and you will not have any claims on the same.

7. Code of Conduct

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.

## 8. Variations of Terms, company Policies

You agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force. The key current policies will be made available to you on a request basis; however you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time.

You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may time to time at its discretion revise, modify, add, delete or replace any of the Policies and/or Codes. You agree to be bound by all such changes.

## 9. Termination of Employment

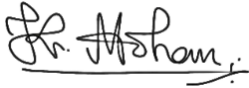
- a) The employment contract may be terminated either by the company or by the employee without assigning any reason by giving 60 days' notice or equivalent basic pay in lieu of the notice period.
- b) The decision of buying notice /serving notice is subject to the discretion of the Company and the decision of the Company will be final.
- c) In case the employee breaches any of the terms of employment or acts in such a manner that hamper the interest of the Company, or in case of acts of misconduct, the Company reserves the right to terminate the employment without assigning any reason and without any notice period.
- d) Unauthorized absence or absence without permission from duty for a continuous period of 7 day would make you lose your lien on employment. In such case your services could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.
- e) You will be governed by the Company's laid down Code of Conduct and if there is any breach of code of conduct or nonperformance of contractual obligation or the terms and conditions laid down in this letter, 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 interest.
- f) Reference check will be made from your Educational institute and previous employments. In the event Indium receives any adverse report about you which may be detrimental to the company or if Indium opines that the information furnished by you is not true, then, the company reserves the right to terminate Your services immediately on the ground of misrepresentation of facts and the company shall not be liable to pay amount what so ever.

The Company is excited about the many ways you will contribute to the challenges ahead of us as well as providing you with a rewarding career path. The Company looks forward to your accepting this offer.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the terms and conditions mentioned above.

With warm wishes

For INDIUM SOFTWARE (INDIA) LIMITED



Mohan K  
Vice President – HR