

May 22, 2019

Mr. Raghavan Rajaram
3/37A, Kalimuthu Pillai Lane,
Dindigul - 624 001.

Dear Raghavan,

Sub: Offer of appointment as Senior Analyst

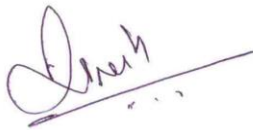
We take great pleasure in offering you the position of **Senior Analyst**. Your title is indicative of the vital role that you will be playing in Aspire Systems (India) Private Limited. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

We would like you to begin employment with us on **3rd June, 2019** at our Chennai Office. Your total Cost-to-Company (CTC) will be **Rs.8.50 LPA**. (A sample breakup of your salary is given in Annexure 2).

All remuneration payable to you will be subject to income tax deduction at source wherever applicable and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We look forward to welcoming you aboard. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.
Director – Talent Management
dinesh.kumaran@aspiresys.com

Enclosures:

1. Terms and Conditions of Employment
2. CTC Structure Break-up
3. Documents to be submitted on joining

Annexure 1: Terms and Conditions of Employment

Your services at Aspire will be governed by the terms and conditions detailed below.

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at Aspire Systems, should we find this information inconsistent, your employment with us will be revoked without any prior notice.
2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
4. You may from time to time be deputed to work for any of our offices/customers within India or abroad on behalf of Aspire. In such circumstances, any advance given to you by the company need to be reconciled within one week of returning from the assignment. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case you fail to comply with the laws, ordinances, regulations and codes in such country, you will indemnify the company against any loss or damage that may be sustained due to failure on your part.
5. Your probation is for a period of six months and during the period of probation, either party may terminate this agreement with or without stating any reason upon providing the other party a prior written notice of thirty (30) days to that effect.
6. Upon confirmation of your employment, the employment contract may be terminated by giving 60 days notice period. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.
7. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance to the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

8. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, CPVP, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.
9. Company Performance linked Variable Pay (CPVP): Your CTC is inclusive of a 5% Company Performance linked Variable Pay (CPVP) which is payable at the end of the year based on the company performance. CPVP is completely based on how the organization performs in the given financial year on parameters like growth, revenues, margins, profitability, utilisation, etc. CPVP is not based on any individual performance rating or Service Line/Function specific performance.
10. Annual Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Your first salary change will be on completion of one year of your service with us. Thereafter, you will be aligned with our regular Annual cycle (April cycle) and the corresponding hike will take in to consideration the number of months you have been in the system i.e. from the first salary change till the subsequent April Cycle.
11. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.
12. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications

I hereby accept the offer terms and conditions.

Signature :
Name : Raghavan Rajaram
Date :