



Private & Confidential

APPOINTMENT LETTER

Date: 27th May 2024

Anjana Kakarla Pudi
P Donthmuru, Pithapuram Mandal, 533445

Thank you for your interest in career opportunities with **Ciberspring**.

You have been 'Appointed' for the position of **SOC Analyst** which aligns to the global HR job code title **SOC Analyst, Grade 4 – L2**. This Appointment is based on your profile, relevant work experience and performance in the selection process.

COMPENSATION

Your Cost to Company Salary will be **₹ 6,00,000** (Rupees Six Lakh Only).

Please refer to '**ANNEXURE – I**' for Specific detailed break up of compensation.

All the Payments, to be paid less standard withholding and other authorized deductions. You are responsible for your expenses in rendering services here under, unless approved in writing by Ciberspring.

PROBATIONARY PERIOD

You shall undergo a probationary period of **Four Months** from your date of joining. Upon the satisfactory completion of the probationary period, you will be notified, in writing, that your probation period has ended, and you are now a (full-time if applicable) regular employee.

PLACE OF WORK AND REPORTING

Your place of work will be '**Work from Home**' i.e., P Donthmuru, Pithapuram mandal, 533445 and you will be Reporting to, Ciberspring office Base Location **Bengaluru** for all the Operations.

You agree to accept travel on business trips to any such destinations as may be required by organisation.

JOB ASSIGNMENTS

During your employment, you may be given a different assignment arising out of Ciberspring's business needs. This will be asked of you if Ciberspring feels it is suited to your background, qualifications, or experience.

You will follow through with any assignment even if it has not been part of your previous duties as outlined during hiring. No additional compensation will be granted for carrying out any such job which, in the opinion of management, is equivalent to the job you have been previously assigned.

TRANSFER

Ciberspring International (India) LLP

India Office : #759, 2nd Floor, 8th Main Road KSRTC layout, JP Nagar 3rd phase Bengaluru - 560078

Head Office : 50 Division Street, Somerville, New Jersey 08876

Website : www.ciberspring.com

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Due to business demand, Cipherspring may, transfer you to any of its offices in India or abroad. The transfer will follow company policy and be on such terms and conditions as are applicable to the transfer. Although Cipherspring attempts to ensure that transfers do not cause any disruption to your status, Cipherspring does not guarantee the continuation of any facility or perquisite in the new station.

NOTICE OF TERMINATION

Termination of Service:

- At any point during your Probationary Period, Cipherspring reserves the right to terminate your employment, effective immediately, if you are not meeting minimum expectations.
- If you are found to be involved in any kind of anti-disciplinary activities which are determined to Cipherspring's interest, or found involved against Cipherspring in any manner, you will be suspended immediately without notice, or your services will be terminated immediately.

Resigning from Services without cause:

Both parties shall have an option of terminating of Services / Employment without cause at any point of time during the tenure of your employment with either Party by providing the other Party written notice of **30 Days** or providing pay in lieu of notice. You will follow the guidelines for "**Separation Policy**" once resigned from services.

CONFIDENTIALITY AND NONDISCLOSURE

You recognize that in rendering such services, you will have access to confidential and proprietary information. You agree that during and after your employment with Cipherspring, you will not disclose any such confidential or proprietary information. You will not disclose any trade secrets of Cipherspring or its Clients. Any Cipherspring relevant private information which you acquire in connection with rendering services, shall be kept strictly confidential unless otherwise required by law. You also agree to sign and adhere to any confidentiality and intellectual property agreements as Cipherspring, and its clients may reasonably require. Upon termination of your employment, or upon request, you shall immediately return to Cipherspring, respectively, all materials containing such information. While working for Clients, you will only perform services required by the Client. Any use of Client time, equipment and resources is solely restricted to Client business purposes. This includes, but is not limited to, solicitation, personal phone calls and internet usage. Any misuse by employee will result in immediate termination.

All intellectual property rights, including copyright, patent and trade secrets, in all work product which you create or develop in rendering services, shall be considered work made for hire and is owned by Cipherspring. You agree to provide any documents necessary to transfer these property rights as may be required by Cipherspring and its Clients.

PROPRIETARY INFORMATION

Any equipment supplied to you upon hire, or at any time during your employment, by either Cipherspring or its Clients, must be returned in a timely fashion upon request from Cipherspring or upon separation. If any items are not returned or are not in their original condition (allowing for normal and reasonable usage), you agree to have the cost of repair or replacement, at Cipherspring's discretion, deducted from your final pay.

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CODE OF ETHICS & BUSINESS CONDUCT

You represent and warrant that all services you provide shall be performed in a good and professional manner in accordance with the highest industry standards. Any and all work product which you create or develop in rendering services for Cyberspring, or its Clients, is wholly original and does not violate the rights of any third-party and it shall not label any person or entity.

LEAVE POLICY

The Employee is entitled to Leaves as per Employee Annual Leave Policy and Guidelines of the Calendar year Leave. In addition, the Employee will be entitled to Holiday's as per Holiday Policy of the Employer of the calendar year.

OBLIGATIONS

Upon execution of agreement, the Employee shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If he/she shall do so, the Company shall not be liable for such an act done at his/her own risk.

The Employee further promises to never engage in any theft of the Employer's property or attempt to defraud the Employer in any manner.

The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the Company/Client as notified from time to time.

The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company.

The Employer hereby prohibits the Employee from engaging in any sexual harassment and the Employee promises to refrain from any form of sexual harassment during the course of Agreement in and around the premise of Agreement. If the Employee violates this term in the agreement, he/she shall be fully responsible for his/her actions and the Employer shall not be held responsible for any illegal acts committed at the discretion of the Employee.

GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by, and construed der, the laws of the State of Karnataka. Jurisdiction and venue for all purposes shall be in the County of India, at Bengaluru jurisdiction.

STATUTORY COMPLIANCE

All the Statutory Compliances of Government of India born by the Employee in the case of Conflict arises on employment.

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VERIFICATION

This Appointment Letter is based on the details provided by you on the Cipherspring application form, employee data form and information discussed during your interview as well as at the time of joining.

By signing this Appointment Letter, you hereby give Cipherspring permission to conduct the employment screening process. This will include, but is not limited to, a background check and/or drug testing. This offer is made on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications, background checks, and approval of your employment/immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.

It is understood that this Appointment Letter is contingent upon successful clearance of the above requirements. If these results are unsatisfactory, this Agreement shall be rendered null and void and Cipherspring reserves the right to terminate your employment immediately.

RETIREMENT

You will retire from Cipherspring upon reaching your 60th birthday as per the proof of age submitted by you at your time of joining.

Thank you and welcome to the team,



Naveen Ravadi
Managing Partner - Offshore

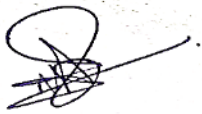
Anjana Kakarla Pudi

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ANNEXURE - I COMPENSATION & BENEFITS

All entitlements given below are applicable after you have joined Cipherspring International. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

Fixed Compensation - Salary Break up		
Name	Anjana Kakarla Pudi	
Designation	SOC Analyst	
1.Monthly Component	Yearly	Monthly
Basic	2,26,992.00	18,916.00
House Rent Allowance	1,13,496.00	9,458.00
Standard Allowance	50,000.00	4,166.67
Gift Allowance	5,000.00	416.67
Leave Travel Allowance	50,000.04	4,166.67
Food Allowance	35,640.00	2,970.00
Communication Allowance	12,000.00	1,000.00
Basket of Allowances	74,351.96	6,196.00
Gross Annual Compensation (A)	5,67,480.00	47,290.00
2.Retirement Benefits		
Provident Fund	21,600.00	1,800.00
Gratuity	10,918.32	909.86
Sum of Retirement Benefits (B)	32,518.32	2,709.86
Round Off	1.68	0.41
Fixed Salary	6,00,000.00	50,000.00
Performance Bonus (C)		-
Joining Bonus (D)		-
4.Total Cost to Company(A+B+C+D)		50,000.00
For, Cipherspring International (I) LLP,		
		
Naveen Ravadi		
Managing Partner - Offshore		

These entitlements shall cease upon the termination of your employment with Cipherspring International. These entitlements may also cease if you need to take long-termed personal leave of absence. The Company reserves the right, at its discretion, to change, modify, add, or remove portions of these Terms at any time by posting the amended Terms.

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GENERAL

Employee is bound to follow all the policies of Cipherspring outlined in the Employee Handbook. Cipherspring reserves the right to update policies at any time with or without notice at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this agreement to that extent.

Your salary package is based on, beside your overall experience level in the IT Industry, your educational qualification and experience and knowledge level assessed at the time of selection, particularly in the skill set relevant and location. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience into IT Industry, may be unrealistic, misleading and invidious. As such, if you relocate to another country, your salary will be adjusted to the industry standard of the role in the new location where you are employed. This may be higher or lower than your current salary.

The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

The management reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

Yours faithfully

For, Cipherspring International (I) LLP,



Naveen Ravadi
Managing Partner – Offshore

APPOINTMENT ACCEPTANCE DECLARATION

I, _____ understand and agree with all the terms and conditions of employment with Cipherspring mentioned in the Agreement and follow all the policy, guidelines of the company. I also confirm that I have read, understood, and agree to comply with all Cipherspring processes and policies.

Employee Signature: _____

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