

May 10, 2023

Sagar Randive

At/Post: Vasagade, Tal.: Palus, Dist.: Sangli.

Subject: Offer of Employment

Dear Sagar,

Pursuant to your application for employment with us, and the subsequent selection process, it gives us great pleasure to offer you employment as **"UI Engineer"** at grade **PLAYER** with the company, with effect from **May 24, 2023**.

Once you are part of the team, the Company management will initially provide a period of indoctrination training to familiarize you with the Company's procedures and processes.

1. We offer you this employment on the following terms and conditions:

- a) Date of Joining: May 24, 2023** or earlier, except if otherwise extended by the Company and communicated to you in writing.

Please submit all the documents mentioned in **Annexure A** at the time of joining.

On the day of joining, please come to the work location mentioned above at 10:00 AM. Human Resources department will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.

- b) Trial/ Probation Period:Not Applicable.** At the discretion of the Company, the probation period may be extended, if it is found that the services provided by you are not satisfactory.
- c) Location:** You will be based in **Pune**. However, depending upon the company's requirements, you may be required to travel and/ or be posted temporarily or permanently at other offices/ locations.
- d) Remuneration:** Your Annual Cost to Company shall be **INR. 8,00,000/-** subject to applicable statutory deductions. A detailed break up of your salary structure is provided in **Annexure B**.

- e) **Working Hours and Leave:** The normal working days will be [five (5) days] a week. You may be required to work in excess of the or outside normal working days as necessary to perform your duties and responsibilities. The salary payable to you hereunder is an adequate compensation in case you are required to work for any additional hours, and you shall not be entitled to any additional payment in this regard. You will be entitled to a certain amount of paid leave annually as per the prevalent policies of the Company.
2. **Confidentiality:** The contents of this Offer Letter are strictly confidential to the Company and the Company treats the contents of this Offer Letter as its confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.
 3. All other detailed terms and conditions of your employment will be specified in the Appointment Letter, Invention Assignment and Confidentiality Agreement and Company Policies which will be provided to you separately. This Offer Letter along with the Appointment Letter, Invention Assignment and Confidentiality Agreement and Company Policies collectively form a part of your employment conditions.
 4. This Offer Letter is conditional upon you executing the Appointment Letter and/or any other agreement as may be requested by the Company at the time of joining.
 5. The Company may revoke this offer of employment any-time before execution of the Appointment Letter. Similarly, after accepting this offer, if you do not intend to join the Company, you shall have a right to inform your intentions any-time before your joining date.
 6. **Verification:** As part of our process, we will conduct a reference check and antecedent verification of your medical records, and all the data or information produced by you before and during the interview process. If it is found at any time that any information furnished by you to the Company is incorrect or false or if you are found to have willfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.



This offer of employment is conditional upon you being administered two (2) doses of any government recognized Covid-19 vaccines. You must submit a vaccination certificate as proof while communicating acceptance to this offer

To accept the terms of this offer, you must communicate your acceptance on or before the acceptance deadline of five (5) days following the date of this letter, failing which this offer letter stands automatically revoked.

We are eager to welcome you to the family!

Yours truly,

For **UST Product Engineering**

**DIGITAL SIGNATURE
APPLIED**

May 10, 2023

[On behalf of Xpanxion International Pvt. Ltd.]

Name: Ruchika Tanwar

Title: Associate Director - Talent Acquisition

Annexure A

LIST OF DOCUMENTS

- 1. Latest/updated Resume**
- 2. PAN Card (Mandatory)**
- 3. Identity Proof: (Any Two)**
 - a. Passport
 - b. AADHAR Card
 - c. Driving License
- 4. Government Recognized Covid-19 Vaccination Certificate**
- 5. Current and Permanent Address Proof – (Any One)**
 - a. Electricity bill
 - b. Telephone bills
 - c. Corporation tax receipt
- 6. Educational Information: All documents**
 - a. SSC mark sheet & certificate
 - b. HSC mark sheet & certificate
 - c. School leaving and Domicile certificate
 - d. Graduation (if applicable): Semester (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - e. Post-graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
- 7. Professional Information: (as applicable)**
 - a. Previous employment offer letter
 - b. Previous employment Appointment letter
 - c. Previous employment Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
 - d. Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
 - e. Last three (3) months salary slip/salary certificate/salary account bank statement.
- 8. Four (4) passport size photograph**

Annexure B

TOTAL COMPENSATION STATEMENT

Particulars	Monthly	Annual
Basic	17000	204000
House Rent Allowance	6800	81600
Leave Travel allowance	1700	20400
Education Allowance	200	2400
*Meal Card	1100	13200
Professional Enrichment Allowance	16200	194400
*Training Allowance	2500	30000
*Travel/Infrastructure Allowance	500	6000
Executive Allowance	11042	132504
*Contribution to NPS	1700	20400
*Company Contribution to Provident Fund	2040	24480
*Contribution to Gratuity	818	9812
*Monthly Performance Incentive	5067	60800
Total Cost to Company (INR)	66666	8,00,000

Important Notes:

1. The Meal Card amount will be deducted as per the option chose by the employee.
2. *Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees 'Provident Fund & Miscellaneous Provisions Act, 1952.
3. ***Gratuity** will be applicable as per the Gratuity Act 1972.

4. ***Training Allowance** will be tax free upon submission of valid proofs. It is provided to an employee for expense incurred on professional training related to their job profile which also includes expense made on the purchase of books and periodicals related to their job profile but excludes the Certification Reimbursement given by Employer.
5. ***Travel/Infrastructure Allowance** – This allowance is fix in nature and either to be get utilized for commute to the office or in case of WFH, to set up the basic infrastructure for smooth functioning, such as but not limited to Power Back-up, Network, machines etc.
6. ***Contribution to National Pension Scheme (NPS)** will be as per scheme and based upon the option chosen by associate.
7. *The term "Monthly Performance Incentive" means Bonus or any other term as construed or mentioned in 'Payment of Bonus Act' and is the statutory bonus payout for the purpose.

8. Additional Company Provided Benefits:

- i. **Group Medical Insurance:** You and your family members (in case if you are married then a Spouse and Children maximum up to 2 with below age of 25 years) will get covered under Companies Group Mediclaim Insurance Program for Sum Insured of Rs.5 Lacs.
 - ii. **Group Term Life Insurance (GTLI) Coverage:** You will be covered under the Companies Group Term Life Insurance. In case of unfortunate demise of the employee; the legal heir or beneficiary or nominee will get a lump sum benefit up to the employee's prevailing CTC.
 - iii. **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme. This covers any injuries resulting out of any domestic or in transit accidents causing death or Permanent Total / Partial* (*based upon Insurance Policy Terms) Disability. The family members of employee or Employee would get the amount up to the Sum Insured. Also covers Temporary Total Disability as per prevailing clauses of Insurance Policy.
9. **Voluntary Parental Mediclaim Insurance:** You can opt for this benefit up to 1 to 4 parents (parent and / or in-laws) by paying Medical Insurance Premium. The same will be deducted at actuals as per the option chosen by the employee on pro-rata basis. For Sum Insured of Rs. 3 Lacs or Rs.5 Lacs (Prevailing T & C Applicable).

*Company holds the discretion to amend or withdraw the benefit provided under point 8 & 9.