



Integra Micro Systems (P) Ltd.

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APPOINTMENT LETTER

Date: Thursday, December 26, 2019

To:

Mr. Naveen Kumar P S,
Puttagundalahalli village,
Kadadanamari post, Chintamani taluq,
Chikkaballapura district – 563123
Karnataka

Dear Mr. Naveen Kumar,

Welcome to the Integra Family.

Designation:

You will be designated as Software Engineer

Job Profile:

Software Engineer is an important person of the company whose work reflects the professional competence of the company to the external world. You are required to interact with a client (existing or potential or internal) to assess requirements, provide solution to problems, demonstrate understanding of competing products, technology prototypes and the work carried out by you, make presentations, write manuals, and other document development, develop porting and testing methodologies, and maintain old development work documentation on clients, new technologies and software work.

More specifically, as an engineer, you are expected to develop software to the client's platform in the suitable development environment, customize the existing solution (product or project work) to the requirements of the client, develop interfaces to applications as desired by clients, document the work carried out and learn new technologies to suit the requirements of the clients.

You are expected to learn the languages and technologies relevant to the products or work assigned to you. You should be familiar with software development lifecycle concepts, with a special focus on quality development and testing and maintenance methodologies. Last but not the least, you are expected to build excellent interpersonal relationships with the client as well as others within the Company.

The single most important goal is to develop professional and technical skills in all respects and to synergize the relationship between Integra and its clients.

You would carry out a minimum of 3 months of customer service work during the first two years of your service. You are required to travel at a short notice anywhere in the country or abroad.

You should familiarize yourself with the Integra Quality Management System, and ensure compliance to it in the work you carry out. You should actively participate in process improvement initiatives.

Integra Micro Systems (P) Ltd., Bangalore
HA-05A Ver. 1.2 Dated 1-Dec-2009

Appointment Letter of Mr. Naveen Kumar P S

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Salary and Perquisites

Your individual remuneration details are shown below. You understand that your remuneration is a matter between yourself and the Company. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

	Component	Amount in Rupees	Remarks
Salary	Basic	11400	
	House Rent Allowance	5665	
	Total	17065	
	Fixed VCP	1250	
	Salary	18315	
Reimbursements	LTC	475	Once in two years against the entitlement on the production of bills. Any unclaimed amount will be paid as an allowance and will be subject to the deduction of income tax
Other Benefits	Provident Fund	1368	Company contribution
	Gratuity	475	15 days basic per year; requires at least 3 years of service
	Life Insurance Premium	120	Rs. 6,02,000 insurance under EDLI scheme as per LIC rules
	ESI*	595	Medical benefits covered as per ESI rules. This amount is 3.25% of gross salary as contribution from Employer(0.75% of gross will be deducted from the gross salary towards employee contribution).
	Personal Accident Insurance	19	Accident Insurance is covered only for employee up to a maximum of Rs.1,50,000/-per year as per Insurance company rules
Variable	Company Performance (VCP)	500	Payable based on the performance and profitability of the company for the financial year. Actual payment will be based on calculations after the end of the financial year. Employee needs to be in service at the time of receiving the payment.
	Total Monthly Package	21867	

Note: Net salary (take home monthly salary) = (Salary - Provident Fund - ESI - Professional Tax - Income Tax)

Employment Status, Performance Appraisals, and Salary Revisions:

You will be under training till 31 May 2020 and from 1 June 2020 you will be under probation until 30 November 2020. Increments are annual from the date of joining. The next annual salary revision will take effect from 1 December 2020. Your immediate superior and the department head carry out the appraisal. Depending on your performance, you are given a raise in your remuneration, change in designation, and change in responsibilities. You will be confirmed in writing on the successful completion of the probation period. The Company also reserves the right to extend your probation period if necessary. The Company reserves the right to terminate your services if your performance is not satisfactory.

Growth Potential:

Promotion and other form of growth are based on performance rather than on seniority.

Change of Department:

In case extraordinary performance is shown during the first two years, you are given an opportunity to change to any department of your choice, subject to availability and other constraints.

Overseas Assignments:

We provide many opportunities to engineers with over 2 years of experience to take up overseas assignments.

Commitment from You:

Service: minimum two year of service

Professional: Learning and improvement while on the job

Posting: Anywhere in the country and abroad

Retirement:

You will be retired from service on attaining the age of superannuation, and your last working day in the organization would be the last day of the month in which you complete 58 years. However all PF deduction and contribution will be carried out only until your 58th birthday and not beyond.

Presentability:

You are expected to be neatly dressed and presentable while reporting for work. Customer meetings will require formal wear as decided by your immediate superior.

Notice Period:

You will be required to give a notice of one month for every year of service. The minimum notice period is one month and the maximum notice period is three months. The notice period can change in case of promotion or redesignation at a future date, or in case of any change in Company policy and/or rules. If you have signed a service agreement you will be bound by the terms and conditions of the agreement.

Non-disclosure:

The intellectual property rights and copyright laws of India will bind you. At the time of joining the Company, you will be required to sign a non-disclosure agreement with the Company. This agreement requires you to protect confidential information and property of the Company and its clients. All copyrights and inventions related to any work carried out by you will be in the name of the Company.

Compliances and Code of Conduct

You will be required to sign an undertaking on compliances and code of conduct at the time of joining the Company.

Loyalty

You will be required to demonstrate sincerity in your efforts in any task assigned to you by the Company.

Termination

Failure on your part to adhere to any of the terms and conditions of (i) this letter; (ii) the non-disclosure agreement; and/or (iii) the compliances and code of conduct undertaking; will make you liable for termination and possible legal action. In addition to the termination of your job, you would lose all claims on accrued benefits of your service in the Company.

Transfer

You can be posted anywhere in India and abroad, either to an entity of the Company, or to any entity of an associate company like the parent company, subsidiaries, sister company, or business partner, or joint venture partner of the Company.

Changes to Remuneration

The Company may withdraw or add allowances from time to time. Allowances may be based on your performance or on the activities that your post requires.

Changes to Rules

You will be governed by the rules and regulations of the Company in force at the time of joining or as amended from time to time.

Medical Fitness Checkup

You are required to undergo a medical fitness checkup with the medical practitioner authorized by the Company on the date of your joining the Company or any other date decided by the Company. Your appointment is subject to the medical fitness certificate given by the medical practitioner.

Acceptance, Service Agreement and Other Formalities

As a part of your recruitment formalities you are required to sign a service agreement undertaking to serve the company for at least two years. The service agreement will be signed by the Company, yourself and a surety nominated by you. You will be required to deposit all your original certificates for two years at the time of joining. In case of breach, you will be required to pay a penalty equal to ten (10) times the gross monthly salary applicable at the time of the breach, subject to a maximum of Rs.2,00,000/-.

To accept the offer, please sign the duplicate copy and confirm the date of joining.

Thanking you.

Yours truly,
for Integra Micro Systems (P) Ltd.,

Gopal Krishan Rishi
Vice President

"I accept all the terms and conditions stated herein. I will join the Company on <u>26/12/2019</u>	
DATE: <u>23/01/2020</u>	<u>Naveen Kumar P S</u> [Signature]
NAME: <u>NAVEEN KUMAR P S</u>	