

Dated 20<sup>th</sup> August, 2016Dear **Ms. Ramya G S**

Congratulations!! We are delighted to inform you that you have been selected for employment in our organization as Software Development Trainee

We trust that by joining our team and working together we can leverage our collective knowledge, intellect, skills and experience to build one of the most respected and valuable enterprises in the industry. We hope during the process of building such an enterprise we will help you realize many of your career aspiration and dreams. Please find below the offer of employment with associated terms and conditions:

**Acceptance and Commencement**

Your appointment will be effective from 22<sup>nd</sup> August 2016; Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

**Offer Position**

- Designation:

**Software Development Trainee****Your Immediate Supervisor****Mr. Sasi Kumar, Head - Mobile R & D****Working Hours**

Company's standard working hours are as follows: Mondays to Fridays.  
**9:00 am to 6:00pm.**

**Work Location**

Based on the project requirement or business needs, Associates will be required to travel to our client locations or to our offices in India and abroad. In certain circumstances, our Associates need to relocate themselves to one of our offices in India or abroad as well. Sufficient time for planning such activity would be provided along with required support. Associate upon signing this agreement understands such requirement and agrees to honor any business need that may arise in this regard. The Company is providing Computer / Laptop to the Associate to enable him to work from home.

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J Vasanth Kumar  
Operations Head  
M/s. W5RTC Solutions India Private Limited

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Candidate's Signature

**Pre-employment verification**

This offer is subject to verification of your credentials, employment and salary history. The Company may engage a third party service provider to verify the declarations made by you during the recruitment process. Any false information provided is subject to termination of employment without any compensation. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the company may terminate your services without notice or compensation. Kindly ensure you satisfactorily resolve any non-competition disputes / post-employment restricts you may have with any prior employer.

**Probationary Period**

You will serve probation for a period of Six months from the date of joining. Your probationary period may be extended if deemed necessary. During the period of probation this appointment can be terminated by the associate **by giving 90 days advance notice in writing to the company.**

**Reviews**

Salary reviews and increases are an annual activity scheduled in December of each year subject to company's profitability.

**Confidential/proprietary information**

You will hold confidential/ proprietary information/ trade secrets in confidence and degrees that it shall be used only for the contemplated purpose, and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever. You will not, at any time without the consent of the Management, disclose or make public, any information regarding the Company affairs/ administration/ research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise. To this effect you will be signing a non-disclosure agreement.

**Non-Solicitation**

During your employment with the company and for two(2) years thereafter, you will not directly or indirectly entice or solicit any Vendor, Contractor, Employee, Clients or Independent Contractor for any purpose whatsoever either for yourself or for any other person.

**Corporate Business Conduct Guidelines**

During the period of your employment, you will be governed by the prevailing employee handbook, our operating policies and procedures, notices and new regulations as there may be, which are issued and or amended from time to time.

As per the company's policy if an associate does not report to work without proper prior information/notice for two consecutive business days, the associate would be considered as "Absconding" from work. Any such act of absconding can greatly affect our client's business and our business relationship with our client. In such scenario where the associate absconds, company will be forced to pursue suitable action to

recover “business damages” incurred to the organization as well as its client.

**Notice Period**

Post confirmation this appointment can be terminated by the associate by giving 90 days advance notice in writing to the company. Breach of any of the terms and conditions of association, poor performance, falsification of information, ethical misconduct and all other actions deemed counter-productive to company’s interest will render you liable to immediate termination of your employment without notice or compensation thereof.

If at your request, the company agrees to relieve you before serving the full notice period, you will be liable to pay the company the salary for the balance notice period. However, please note that accepting any such early relieving requests would be entirely at the discretion of the company based on the business impact.

**Separation**

It is strongly recommended that the associate first discusses the resignation decision with the immediate Manager before initiating the process. Kindly note associates are expected to treat the intent of separation a confidential matter between them and their immediate Manager and the HR department. Any breach of such confidentiality could lead to the company refusing to issue the relieving letter.

On termination of this contract, and before you are relieved you will immediately surrender to the company, all correspondence, intellectual property, specifications, formulae, book, documents, drawings, records etc., belonging to the company, or its customers or partners, or relating to its business and shall not make or retain any copies of these items.

We look forward for you being an integral part of this fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Kindly sign your acceptance of our terms and conditions of employment below.

Yours sincerely,

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J Vasanth Kumar  
Operations Head  
**M/s. W5RTC Solutions India Private Limited**

I have carefully read and understood all the terms and conditions of this offer along with the explanation of compensation components specific to this offer from M/s. W5RTC Solutions India Private Limited. I accept the above mentioned terms and conditions of employment, including strictly maintaining the confidentiality of my salary.

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Candidate's Signature

### Annexure A: Compensation Summary

#### PART A: EARNING SUMMARY

| Earnings : Statement of Compensation  |             |
|---------------------------------------|-------------|
| Components                            | Monthly INR |
| Basic                                 | NIL         |
| House Rent Allowance                  | NIL         |
| Medical Allowance                     | NIL         |
| Conveyance Allowance                  | NIL         |
| Special Allowance                     | NIL         |
| <b>Earnings</b>                       |             |
| Provident Fund (Company Contribution) | NIL         |
| Professional Tax                      | NIL         |
|                                       |             |
| <b>Total Compensation (CTC)</b>       | <b>NIL</b>  |

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J Vasanth Kumar  
Operations Head  
M/s. W5RTC Solutions India Private Limited

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Candidate's Signature