

**26 December, 2018**

**Mr Gangam Saketh Ram**  
**3-76, Main Road,**  
**Mupkal,**  
**Nizamabad District,**  
**Telangana - 503218**

**Contact No: +91 8919461441**  
**Email id: sakethramgandam@gmail.com**

Dear **Gangam**,

**Subject: Offer letter**

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "**EY Global Delivery Services India LLP**" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 6 months starting from 14 January, 2019 and ends on 12 July, 2019. You will be offered the position of **Trainee** in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES:**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING :**

As per our discussion you will report to the Firm on **14 January, 2019** at Tower 3B, Tower 6B, Gurgaon Infospace Limited - IT/ITES SEZ, Village Dundahera, Sector 21, Gurgaon-122001.  
Please note that your work location may be different based on the service line you are joining.

## **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of **INR 28,333/-** per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

## **6. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at **Tower 3B, Tower 6B, Gurgaon Infospace Limited - IT/ITES SEZ, Village Dundahera, Sector 21, Gurgaon-122001**. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates. EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

## **7. CONFIDENTIALITY:**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

## **8. INTELLECTUAL PROPERTY:**

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

## **9. LEAVE:**

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

#### **10. PROVIDENT FUND:**

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

#### **11. NOTICE PERIOD; TERMINATION**

- a) The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b) If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c) During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d) The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e) We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **12. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.

#### **13. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **14. DUAL EMPLOYMENT :**

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

#### **15. EMPLOYMENT VERIFICATION :**

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **16. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

#### **Authorized Signatory**

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Annexure A

Dear **Gangam,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
<b>SN</b>	<b>Keep the below mentioned details handy (no proofs/documents required)</b>	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependent parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	

## Annexure B

<b>Name</b>	<b>Gangam Saketh Ram</b>		
<b>Rank</b>	<b>4</b>	<b>Service Line: TAS</b>	
<b>Contract Period</b>	<b>From</b>	<b>To</b>	
	<b>14 January, 2019</b>	<b>12 July, 2019</b>	

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,333	1,36,000
House Rent Allowance (HRA)	5,667	68,000
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Other allowance including flexible	5,713	68,560
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Total Cost to Firm (CTC)</b>	<b>28,333</b>	<b>3,40,000</b>

## Insurance benefits

<b>Benefit Type</b>	<b>Benefit Value</b>	<b>Features</b>
Group Medical Insurance	<b>INR 100000</b>	Floater cover for self.The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.