



PlotNo – E- 272, 4<sup>th</sup> Floor, Phase -8A, Industrial Area, Sector 74, Sahibzada Ajit Singh Nagar, Punjab

**Date: 11-July-2025**

**Ref: AT/MOH/AL/11072025/163**

### **Appointment Letter**

Dear **Sakshi Chitnis**

We are pleased to appoint you as **Sr. Software Engineer**. This letter represents a firm appointment of employment effective **17-July-2025**. This appointment is contingent to the successful completion of the Probation Period and our standard employment verifications, which include reference checks and background verification.

The terms of our appointment and the benefits currently provided by the Company are as follows:

1. You will be on the rolls of **Azalio Technologies Pvt. Ltd.** and its affiliates, a company validly organized and existing under the laws of India, with its principal place of business in **Mohali**. Your designated work location would be **Gurugram**. The emoluments mentioned herein cover your services for **Azalio Technologies Pvt. Ltd.** as well as its affiliate companies. In case of a location change in the future, either by the client or by Azalio, the cost will be borne by the employee.

2. Hours of Duty: 9 hours (including breaks) a day & **as per the company policy/project requirements** days a week.

3. You will be entitled for 6 Sick leaves, 4 Casual leaves and 12 Paid Leaves per year, however management reserves the right to cancel the leaves as per sole discretion.

4. For any un-informed leaves without prior notification and approval will be subject to salary deduction.



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5. You will be in probation for a period of **3 months** from the date of commencement of employment,

*after which your performance will be reviewed and if found satisfactory, your appointment will be confirmed in the Company on any additional terms and conditions. If your performance is found unsatisfactory, the probation period may be extended until the Company expressly confirms your employment.*

*6. During the probation period, your services may be terminated by the Management by giving upto 15 days' notice, and after your confirmation by giving upto 30 days' notice. Similarly, you can leave the services of the Company by giving 45 days' notice during the probation period or by giving 90 days' notice after your confirmation.*

*7. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job appointment, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.*

*8. In the event of separation, for any reason whatsoever, within a period of Twelve (12) months from your date of joining, all expenses incurred by company or` reimbursed to you upon joining / in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.*

*9. You will be governed at all times by the policies, procedures and rules of **Azalia Technologies Pvt. Ltd.** related to the salary, allowances, benefits and perquisites which are specified in this appointment letter and its Annexure. **Azalia Technologies Pvt. Ltd.** may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.*

*10. During your employment with **Azalia Technologies Pvt. Ltd.** you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from **Azalia Technologies Pvt. Ltd.***

*11. While you are employed with the company, you are prohibited from engaging in any work, whether it be freelancing or part-time employment, for any other organization or individual. Such activities could result in immediate termination of your employment with the company.*



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*As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions, which will be the property of the Company. To protect the interests of the Company and Company's clients, you will need to sign the Company's standard "Employee Non-Disclosure and Confidentiality Agreement" as a condition of your employment, attached herewith as Annexure B.*

*We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.*

*12. The employee covenants and agrees that for the Employment Period and two (2) years after the termination of the employment, she/he shall not, directly or indirectly employ or attempt to employ any person who is in the employment or working as a consultant of the Company at the time of the alleged prohibited conduct.*

*13. You will not undertake any business or solicit employment of any person, firm, partner and client who is associated with **Azalia Technologies Pvt. Ltd.** in any manner for the contract period and two years after the termination of the employment.*

*14. You will not engage in any unethical practice, which might affect **Azalia Technologies Pvt. Ltd.** and its employees, client and partners.*

*15. **Bank/Salary** - Your salary will be paid by cheque / bank transfer.*

**Your appointment is contingent to providing following Documents:**

***Educational Qualification***

*A. Mark sheets and certificates of 10th standard, 12th (PUC) standard, graduation & post-graduation.*

***Work Experience***

*A. Experience & relieving certificates of your current & all your previous employers.*

*B. Latest pay slip & Form – 16.*

***ID and Address Proof***

*A. Passport*

*B. PAN card*

*C. Address proof: Present & permanent*

*D. Aadhar Card*

*E. One reference of your manager, one from the team member of your previous job. F. 4 copies of your passport size photographs (The photographs must be taken recently)*



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**GENERAL TERMS:**

*To accept this appointment, sign both copies of this agreement and return the duplicate copy to **Azalia Technologies Pvt. Ltd.** . Kindly ensure that the copy of acceptance reaches us as prescribed.*

We look forward to the opportunity of working with you at **Azalio Technologies Pvt. Ltd.** Yourstruly,

*Bharti Gagat*

**Azalio Technologies Pvt. Ltd.**  
**HR Operations Manager**

**ACCEPTANCE – TERMS AND CONDITIONS:**

*I have read and understood this appointment letter and hereby acknowledge, accept and agree to the terms and conditions set forth above.*

**Signature:**\_\_\_\_\_

**Name:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**(DD/MM/YYYY)**



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**Annexure A**

**Annual Earnings Breakup**

<b>Azalio Technologies Pvt. Ltd. Mohali (Punjab)</b>		
<b>Name</b>	<b>Sakshi Chitnis</b>	
<b>Designation</b>	<b>Sr. Software Engineer</b>	
<b>Date of Joining</b>	<b>17-July-25</b>	
<b>Salary Components</b>	<b>Amount (PM)</b>	<b>Amount (PA)</b>
Basic Salary	55208	662500
House Rent Allowance	27604	331250
Special Allowance	25729	308750
PF Employer	1875	22500
<b>Total CTC</b>	<b>110417</b>	<b>1325000</b>
PF Employee	1800	21600

<i>Professional Tax</i>	<i>200</i>	<i>2400</i>
<b><i>Monthly Salary (Total CTC- (PF Employer Share &amp; Employee Share+ Professional Tax)</i></b>	<b><i>106542</i></b>	<b><i>1278500</i></b>
<b><i>Performance Linked Bonus</i></b>		<b><i>75000</i></b>

**Note:**

- \* TDS to be deducted from the monthly Gross salary as applicable.***
- \* Gross Salary is prior to tax being deducted at Source from the salary and Employee contribution towards PF and Insurance as applicable.***
- \*PLB Pay mentioned is maximum amount based on 100% performance & Amount is annually payable. The Performance Linked Bonus (PLB) will be released annually. In the event of separation or termination, the PLB will be paid on a prorated basis within the same financial year, provided the employee has completed their probation period or has been with the organization for at least six months, whichever occurs later.***
- \* Family health insurance coverage is provided for up to four members – the employee, spouse and two dependent children.***



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**ANNEXURE B**

**EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

***Azalio Technologies Pvt. Ltd.*** has crucial deliverables to our customers all the time. Your individual goals and objectives have been aligned with the Company's business objectives. All entitlements given above are applicable after joining. The entitlements are subject to any Company policy, procedure or guideline that may be issued 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.

This is an agreement **between Azalio Technologies Pvt. Ltd.** hereafter mentioned as the “**Company**”, and **Sakshi Chitnis** that is effective from the date **17-July-2025**.

During employment, Employee will be in a capacity wherein he/she will/may receive confidential information that is of value to Company or Company's Clients. Employment creates a relationship of confidence and trust between Company and Employee with respect to certain confidential, proprietary or trade secret information. You therefore agree to abide by the following terms and conditions: All confidential, invention, proprietary or trade secret information will be referred to as "Confidential Information".

### **1. Confidential Information includes without limitation:**

- a) *All software developed or licensed by/for Company or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without*
- b) *limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.*
- c) *Any business related plans, reports, forecasts, contracts, agreements and customer and employee lists of Company.*
- d) *Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.*
- e) *Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or*



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- f) *not owned or developed by Company.*
- g) *Confidential Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that Employee would have learned in the course of similar employment elsewhere. At all times, both during and after employment with Company, employee will hold information in confidence, and will not use, transfer, publish, disclose, or report Confidential Information directly or indirectly, except such disclosure to other Company's employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.*

### **2. Action on Breach**

- a) *The Employee will notify the Company immediately upon realization of any breach of this Agreement, and will cooperate in every reasonable way to help the Company regain possession of the Confidential Information and prevent further breach.*
- b) *The Company will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction from the employee.*

### **3. Applicability of Provisions**

- a) The provisions of this Agreement are severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation. Accordingly, both Company and Employee will expressly agree in writing to any changes in the Agreement.
- b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect. Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.

#### **4. Jurisdiction**

This agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Mohali, India.

*I, have read and understood this non-disclosure and confidentiality agreement.*

**Signature: \_\_**



**Name: Sakshi Chitnis**

**Date: 20/08/1999**

**(DD/MM/YYYY)**