



**Sandeep Nutalapati**

**27<sup>th</sup> September 2020**

**Job Level 3**

**Dear Sandeep,**

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Senior Engineer** at **Job Level 3** with effect from **30<sup>th</sup> November 2020** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.
2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.
3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.
4. You shall be required to work initially at our **Global Service Centre at Bangalore**. The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.
5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.
6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving three months' notice or without any notice on payment of three month's salary in lieu of notice.

**MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD**

9th Floor, Block 2, Milestone Buildcon SEZ, Bhartiya City  
Thanisandra Main Road, Chokanahalli, Bangalore- 560064  
Regd. Office : Unit # NB 1201,1202 & SB 1202, 12th Floor Empire Tower, Village Elthan,  
Airoli off Thane Belapur Road, Navi Mumbai, Thane,  
Maharashtra – 400708. Email : [infogsc@maersk.com](mailto:infogsc@maersk.com) website : [www.maerskline.com](http://www.maerskline.com)  
Corporate Identity Number (CIN) : U72900MH2003PTC143195



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7. You shall, in the event of your resignation give the Company three months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.
8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.
9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.
10. You are not permitted to divulge the contents of this Contract to any other third party.
11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd.** and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.
12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.  
  
As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.
13. The retirement age is 60 years.
14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.



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15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

- Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
- any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
- Employees indulging in Substance abuse
- Employees indulging in Sexual harassment
- If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.



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We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

**Yours faithfully,**

**for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.**

Gautam Shetty

India Hiring Lead – India Recruitment

I **confirm** that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree \_\_\_\_\_

Date \_\_\_\_\_

**Sandeep Nutalapati**

### Annexure

**Name** : Sandeep Nutalapati  
**Designation** : Senior Engineer  
**Level** : 3  
**Location** : Bangalore  
**Date of Joining** : 23<sup>rd</sup> November 2020

Salary Components	INR p.m.	INR p.a.
Basic Salary	79,633	9,55,600
House Rent Allowance	39,817	4,77,800
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	63,647	7,63,764
<b>Annual Fixed Salary</b>	<b>1,85,697</b>	<b>22,28,364</b>
Provident Fund (12% of salary)	9,556	1,14,672
<b>Annual Fixed Salary incl. PF</b>	<b>1,95,253</b>	<b>23,43,036</b>
Gratuity (as per the Gratuity Act)	3,830	45,964
<b>Annual Fixed Salary incl. retirsals</b>	<b>1,99,083</b>	<b>23,89,000</b>

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR.1,11,418/-**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.