

APPOINTMENT LETTER

Strictly Private and Confidential

Type something...

ALLU SANDHYA

Emp ID: NSPL1277

**3-2-65,Rajula Veedhi, Cheruvu Centre,
Vidhyadharapuram,
Vijawada, 520012**

Dear **ALLU SANDHYA**,

On behalf of NobleServe Systems Private Limited (NSPL), we are pleased to appoint you as **Software Developer**. This letter outlines the details of the employment offer.

1. Employment Commencement and Probation

Your starting date of employment with the company shall be on **1/20/2025** at our **Bangalore** office. You shall be employed on probationary terms for three months from the date of your employment; however, the period of probation may be extended further if necessary. During Probation your service is liable to be terminated without any notice if the service is found to be not satisfactory. Your employment confirmation would depend on your satisfactory performance, and it shall be confirmed in writings.

2. Compensation

- a) Your annual fixed CTC shall be of **INR 699996 (Rupees Seven Lakhs)** inclusive of all applicable statutory and taxes. Please find the details in Annexure A. The compensation package shall be governed by the policies and guidelines of the company presently applicable and as may be modified from time to time.
- b) Your salary will be reviewed periodically as per company policy and changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results.

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3. Transfer and Deputation

- a) Your initial place of work will be at Bangalore. However, your services are transferable, to any location in India or abroad where the company or any one of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
- b) You shall only at the request of the company enter into a direct agreement or undertaking with any customer to whom you may be assigned/ seconded/ deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interest.

4. Roles and Responsibilities

- a) In view of your position, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You should be flexible with shifts and there may be times when you will be expected to work extra hours to achieve results.
- b) You are required not to engage in activities that have or will have an adverse impact on the reputation/ image and business of NSPL, whether directly or indirectly.
- c) You will be required to undertake travel on company work for which you will be reimbursed travel expenses as per the company policy as applicable.
- d) We at NSPL are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with company policies including the Code of Conduct as they form an integral part of the terms of your employment with NSPL. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/ modified on a periodic basis and new policies may be introduced from time to time and you will be required to comply with the same.
- e) Consistent with(#c), any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head or HR.

5. Exclusivity of Employment

You shall not, without the company's prior written permission, carry on any business, or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, company or person. You shall devote your whole time and attention to your duties to promote the interest of NobleServe.

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6. Confidentiality Agreement

- a) You shall not during your employment pursuant to this agreement or at any time thereafter without the consent in writing of the company divulge to any person or company any information concerning the business, products, know-how, technology, accounts, finances, clients or
- b) customers of the company. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.
- c) Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without any notice / settlement would be initiated by the company.

7. Statement of facts

It must be specifically understood that this offer is made based on your proficiency on technical/ professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently in India or overseas. In case, at a later date, any of your statements/ particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the company, the company shall have the right to terminate your service forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

8. Leaves / Absenteeism

- a) **Leave:** you shall be entitled for leaves as per the company policy and may be modified from time to time.
- b) **Unauthorized Absences:** without prejudice to your other rights, the company may deduct the equivalent number of days from balance leave or salary for every day of absence from employment without the prior permission from the company. Uninformed absence for more than 2 consecutive days and not reporting to office, would be treated as job abandonment / No Call No Show (NCNS) and will be terminated from the service of the company. No document of work salary or confirmation about the employment will be issued for such employee.

9. Termination of Employment

During the probation period, this engagement may be terminated by either party at any time by giving the other party not less than 15 days written notice or payment in lieu. After successful completion of probation, 60 days written notice is required to terminate the engagement.

The company reserves the right to terminate your employment anytime without notice or payment in lieu of notice should you have resigned or be guilty of misconduct or negligence in your duties, or

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if your performance is not meeting the expectation or if you should undertake outside employment for remuneration without prior permission of the company.

Verification about your antecedents from your previous employer will be made. In case there are any adverse report against you or if the information furnished by you is incorrect, the company reserves the right to terminate your service with immediate effect without any notice / settlement on the grounds of misrepresentation of data / facts.

10. Retirement

Your retirement age shall be 58. You may also be retired earlier if found medically unfit.

11. Disputes

In the event of disputes arising between the parties in connection to your employment, Courts in Coimbatore alone shall have jurisdiction to entertain such disputes and adjudicate the same.

The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc., and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the company subsequently during the course of your employment. The terms of this appointment order are intended to be kept strictly confidential.

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Annexure – A

Particulars	CTC/month	CTC/ annum
Basic Salary	28192	338304
House Rent Allowance (HRA)	11277	135324
Medical Allowance	1250	15000
Vehicle Maintenance	2400	28800
Internet Reimbursement	3000	36000
LTA (Leave Travel Allowance)	2500	30000
Special Allowance	7764	93168
Gross Salary – A	56383	676596
<i>Employer Contribution - B</i>		
Employer EPF	1950	23400
Employer ESI	0	0
<i>Employee Contribution - C</i>		
Employee EPF	1800	21600
Employee ESI	0	0
PT	200	2400
Net Salary (A-C)	54383	652596
Total CTC (A+B)	58333	699996

You will be eligible for additional benefits apart from the above CTC Structure:

- a) **Night Shift Allowances:** You would be eligible for Night shift Allowances as per the company policy.
- b) **Weekend Allowances:** You would be eligible for Weekend Allowances as per the company policy.
- c) **Performance Incentives** – Incentives would be paid to the employees as per the policy and depends on your performance, business unit performance and the company performance.
- d) **Gratuity:** Gratuity will be paid as per the Payment of gratuity Act 1972.
- e) **Group Mediclaim Policy** – This is applicable as per the insurance policy.
- f) **Group Term Life Insurance** – This is applicable for self as per the policy.

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- g) **Scholarship** – This is applicable for all the employees in the form of kid's education and is based on the number of years of service with the company.

During the salary disbursement, applicable deductions will be done as per the statutory requirements:

- a) **Provident Fund (EPF)**: On applicability as per the Act, 12% of the monthly (Gross-HRA) or Rs. 1800/- whichever is lower will be contributed by the employer towards your PF account. A matching deduction will be made from your salary as employee's contribution and shall be deposited to your PF account.
- b) **Employee State Insurance (ESIC) – if applicable**: On applicability as per the Act, 3.25% of the monthly Gross will be contributed by the employer and 0.75% will be deducted from your salary as employee's contribution and shall be deposited to your ESI account.
- c) **Professional Tax (PT)**: On applicability as per the Act, Professional Tax shall be deducted from your salary monthly.
- d) **Tax Deducted on Source (TDS)**: On applicability as per the Act, applicable tax will be deducted on your salary.

We welcome you aboard and looking forward to a mutually rewarding and long-lasting association.

For NobleServe Systems Private Limited,



Sunita Rajesh
AVP Human Resources

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 20 Jan, 2025.

Signature: A. Sandhya

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