



Corporate Headquarters  
**Integra Software Services Pvt. Ltd.,**  
100 Feet Road (ECR), Pakkamudiyampet,  
Pondicherry – 605 008, India.  
Phone : +91 413 4212124  
Fax : +91 413 4212190  
Email : info@integra.co.in

## Appointment Letter

**27-Mar-2025**

**Mr. Sathish K (IS12069)**

**113 Main Road, Nallavanplayam,  
Kilanaikarai, Tiruvannamalai, Tamilnadu,  
India, 606603  
Personal Email ID: sathishjai2001@gmail.com**

Dear **Sathish K,**

We are pleased to engage you as “**Technical Editor - Trainee**” (**DU: Elsevier - Journals**) in Band 5, Level 1 in our Organization on full-time basis for a period of twelve months with effect from **27-Mar-2025**. At the end of the training, your performance will be reviewed and you may be taken on the regular services at the sole discretion of the Company. The terms and conditions of your engagement are as follows:

During your training period

- 1. Compensation:** Your Total Annual Compensation as Cost to Company will be **Rs. 1,67,724/- Per Annum (Rupees One Lakhs Sixty-Seven Thousand Seven Hundred and Twenty Four Only)**. Your details of Emoluments is attached herewith in Annexure – A.
- 2.** You are entitled to company's contribution towards EPF and ESI, and also deduction like TDS, PT as applicable.
- 3.** Your Employment will be terminable by giving written notice of **90 days** or salary in lieu thereof by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the service of the company without proper notice as provided therein, the company will initiate legal proceedings against you and all cost/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given

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by you during the course of your employment. However, the company shall not be liable to give such notice or pay in lieu thereof in case you are found guilty of violating any of the terms and conditions of this Letter of Appointment or other documents and undertaking executed by you. Besides, your right to resign or terminate the employment shall be subject to the minimum service period committed by you.

4. Your leave eligibility will be as per the Leave Policy of Integra.

5. You are liable to be transferred from one department to any other department at the discretion of the Management depending on the exigencies. Your place of work will be at Company's Pondicherry and you will be placed in Pondicherry for your induction and initial training as well as for any special training as decided by the company from time to time. However, you may be required to travel to various places as the company may require you to do for execution of various works of the company. At a future date, the company may transfer your job to such other places where the company may or proposed to have its office, without affecting your terms of employment and emoluments thereon. As of now, the Company has its activities and office at Pondicherry and Chennai only so far as India is concerned. While stationed at a particular place, if you are required to travel for the work of the company, you will be eligible for traveling allowance etc., as per the rules of the Company.

6. During your contract with the Company you shall not enter into any Service Agreement with or serve any other Company/ Firm/ Individual employer.

7. A list of assignments pertaining to you will be given to you after you join duty. In addition, you will also be entrusted with other assignments by the Management as and when required, which you can reasonably perform based on your skills & abilities.

8. You will be committed to treat as confidential the content of this contract as well as the commercial, technical and business information of the Company, which become known to you. In case the confidentiality is not preserved by you, the Management is entitled to terminate the contract without giving any notice, apart from claiming adequate damages. The commitment to secrecy applies even after termination of this contract.

9. If, during the continuance of this Contract, you make/device any invention, discovery or improvement, whether patentable or not, you shall disclose fully to the company all



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information pertaining to it. The company will be the owner of the same and shall have all the rights pertaining to the said intellectual properties.

10. Besides, during your engagement with the Company, you shall be disclosed and shall get exposed to various confidential information of the Company. You shall be required to keep such confidential information in strict confidence and shall not be entitled to disclose, use or otherwise derive any benefit out of such confidential information. The Company may require you to sign and execute a Non-Disclosure Agreement (NDA) as per draft attached herewith. You will be required to fulfill all the terms and conditions of the NDA. Any failure or violation on your part of any of the terms and conditions of the NDA will entitle the Company to terminate your contract without giving any notice and also claim for damages and other remedies from you as provided in the above NDA and under applicable laws. Your obligations under the said NDA shall survive for the Term and for such period thereafter as detailed in the NDA, notwithstanding the fact whether your contract is terminated even before the Term by either party in terms of this letter.

11. The remuneration paid by the Company includes due consideration for your undertaking various obligations, restrictions and responsibilities under the NDA and Non-Compete Agreement, the said consideration is 25% of all remuneration paid to you on cost to the company basis. Therefore, if you violate any of the terms and conditions of this Agreement, the COMPANY/ASSOCIATED CONCERNS will also have the right to recover liquidated damages from you in addition to the remedy described in point 11(e) of the NDA above for your breach of any of the covenants or terms of this undertaking, and the said liquidated damages shall be a minimum of 25% of all remuneration paid by the COMPANY on cost to the company basis, during the tenure of your employment / contractual relationship with the COMPANY. The COMPANY/ASSOCIATED CONCERNS shall also be free to pursue any other remedy against you permitted by law.

12. If the Company decides to sponsor you for any specialized training whether in India or abroad, the same may be subject to certain additional terms and conditions, as may be mutually agreed upon at that point of time.

13. You will be governed by the Rules and Regulations of the Company that are in force, which may be modified or amended from time to time.



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14. All disputes arising out of this letter or in any manner touching upon it, shall be settled through arbitration at Chennai under Arbitration and Conciliation Act, 1996 by a sole arbitrator to be appointed by the Company. Courts at Pondicherry alone shall have exclusive competent jurisdiction.

15. You will retire from the services of the Company on the day of completing your 58 years of age as recorded with us, however the obligation under the NDA still survive during the entire term and for such period thereafter as detailed in the NDA.

16. Please return the duplicate of this contract duly signed by you. We welcome you to Integra and wish you a bright future.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with Integra Software Services Private Ltd.

Yours Sincerely,

**For Integra Software Services Private Ltd**

A handwritten signature in cursive script, appearing to read 'Gayathri'.

**Authorised Signatory**

**Date: 27-Mar-2025**

**Acknowledgement**

I (**Sathish K**), read understood and accept the above Terms and Conditions

**Signature:** A handwritten signature in cursive script, appearing to read 'Sathish'.

**Date: 27-Mar-2025**

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## Annexure – A

### Details of Emoluments of Mr. Sathish K (IS12069)

Pay Component	Monthly Amount	Annual Amount
Guaranteed		
Gross Salary	12,000	1,44,000
Basic Salary	3,600	43,200
DA Allowance	1,900	22,800
House Rent Allowance	4,800	57,600
Special Allowance	1,700	20,400
Benefits	1,977	23,724
Gratuity *	265	3,180
Employer PF	864	10,368
Employer ESI	390	4,680
Ex Gratia #	458	5,496
Total Guaranteed	13,977	1,67,724
Total CTC	13,977	1,67,724

\* Eligibility of the Gratuity & Bonus governed by Gratuity & Bonus Act as applicable to you.

**For INTEGRA SOFTWARE SERVICES PVT.LTD.**

*Sganyathri.*

*Sathish*

**Authorized Signatory**

**Date:** 27-Mar-2025

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