

October 23, 2020

Mr. Sathiyaseelan Ramasamy
Sri Shakthi Institute of Engineering and Technology

Dear Sathiyaseelan,

SUB: Our offer for the position of Trainee

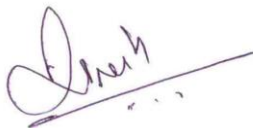
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

We would like you to begin employment with us on **23rd October, 2020 (Friday)**. We are glad to inform that the training you had as a part of your CoE was successful and thanks for all your efforts. Your initial training with the Talent Nurturing team and department specific training will be for a maximum period of three months. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of both the training period, a formal evaluation of your performance will be made.

You will be inducted as a **Trainee** and your total Cost-to-Company (CTC) will be **Rs.3.00 LPA**. You will also be eligible for a bonus of **Rs.25,000** and this bonus will be payable after completing one month of your service with us and will get credited along with your salary for the consecutive payroll cycle. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.

Vice President

dinesh.kumaran@aspresys.com

I hereby accept the offer.

Signature :
Name : Sathiyaseelan Ramasamy
Date :

Annexure 1: Terms and Conditions of Employment

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at Aspire Systems, should we find this information inconsistent, your employment with us will be revoked without any prior notice.
2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
4. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
5. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
6. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
7. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.
8. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.
9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to “**Engineer**” and you can refer to the below mentioned table for the same. These salary changes are subject to your performance. For eg: If your date is joining is October 23, 2020, then your salary change with effective dates will be like this:

Duration	Salary (Per Month INR)	Comments
Oct 2020 – Jan 2021 (Three Months max)	15,000	Training period (3 Months Max)
Jan 2021 – Jan 2022 (Next 12 Months)	25,000	Salary gets revised to 25,000
July, 2021	-	Confirmation and Promotion to Engineer
Jan 2022 – Jul 2022 (Next 6 Months)	32,000	Salary gets revised to 32,000
Jul 2022 – Jan 2023 (Next 6 Months)	40,000	Salary gets revised to 40,000
Jan 2023 – Jul 2023 (Next 6 Months)	45,000	Salary gets revised to 45,000
Jul, 2023	45,000+Hike	Alignment with Org Cycle

You will finally be aligned with the regular Organizational cycle and will be covered in the immediate April cycle. This salary hike will be prorated based on the number of months that you have been in the system after the final salary change till April.

11. You are governed by the company’s policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
12. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.
13. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
14. **Joining Bonus:** The joining bonus allowance will be subject to your continuing services with the organisation for a period of one full year. In the event of your leaving the organisation within that period, such bonus and allowance will be recoverable from you.

I hereby accept the offer terms and conditions.

Signature :
Name : Sathiyaseelan Ramasamy
Date :