

Date: 29-Mar-2022

**APPOINTMENT LETTER**

Dear **Mothukuri Shridi Sai Nadh**

With reference to the offer letter issued to you, LanceSoft India Private Ltd. ("LanceSoft") is pleased to appoint you as the **"Associate, Department – India - Java Practice, level – L1, Band – A2"** at our **Hyderabad** office with effect from **29-Mar-2022**. on the terms and conditions detailed below. Your employment with LanceSoft be governed by its policies, as modified, from time to time and at LanceSoft's sole discretion, upon notice to you.

**1. Compensation**

You will be entitled to the compensation (salary and other applicable benefits) as detailed in the enclosed *Annexure "A"*.

**2. Personal Particulars:**

You hereby confirm that the personal and other information furnished by you is current and accurate. You will keep LanceSoft informed of any change in your residential address, your family status or any other pertinent personal information provided by you.

If at any time, LanceSoft at its sole discretion believes, there is any discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any documents or certificates provided as a proof of your qualification and experience, or if you fail to cooperate with LanceSoft and/or its agents in conducting any verifications and/or background and reference checks, LanceSoft may, at its sole discretion, elect to terminate or suspend your employment immediately.

**3. Duties:**

The roles, responsibilities, and duties appropriate to your designation or employment, will be specified by LanceSoft from time to time. LanceSoft may at any time, at its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to LanceSoft and/or its affiliates, clients, employees, and contractors.

**4. Assignment, Transfer and Deputation:**

You may at any time, be assigned, transferred or deputed to offices, departments or units of LanceSoft and/or its affiliates and/or its clients and contractors, whether in India or abroad.

**5. Probation:**

You shall initially be on probation for a period of Ninety days (90) from the effective start date of your employment with LanceSoft. LanceSoft may, at its sole discretion, at any time extend this period of probation upon notice to you.

**6. Termination/Separation:**

6.1 Your employment shall terminate immediately:

- i) Upon LanceSoft giving you a thirty (30) days' notice of termination for any reason, with or without cause; LanceSoft at its sole discretion, may terminate you immediately by paying your monthly salary in lieu of giving you such notice; and/or
- ii) Upon LanceSoft's notice to you, if you are in breach of any of the LanceSoft policies and procedures.

- 6.1 LanceSoft may terminate your employment immediately, with or without notice or any payment in lieu of your salary on the occurrence of your:
- i) Non-performance of the duties, roles and responsibilities assigned to you
  - ii) Unauthorized absence, disclosure/misuse of LanceSoft's confidential information, engaging in misconduct (willful, intentional or otherwise)
  - iii) Involvement in any act of moral turpitude
  - iv) Obligations hereunder or being arrested, charged or convicted in any criminal or similar proceedings that involves a matter which LanceSoft believes in its sole discretion may affect LanceSoft, its employees, contractors and/or clients
- 6.2 Upon termination or expiration of your employment, for any reason, or as otherwise requested by LanceSoft, you will return to LanceSoft:
- 6.2.1 Any property belonging to LanceSoft, such as a laptop, computer, mobile phone, access card, and other devices with details of any passwords or user ids installed therein; and
  - 6.2.2 All confidential information and any work product, including any documents and information, of whatever description or in possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.
- 6.3 Upon termination or expiration of your employment, for any reason, any amounts due or payable, from, or to you by LanceSoft shall be settled in full and an acknowledgement of such settlement shall be recorded in writing
- 6.4 You may at any time terminate your employment by giving thirty (30) days prior written notice to LanceSoft.

### **1. Leave Policy**

LanceSoft's leave policy shall apply to your employment and may be modified by LanceSoft at any time, at its sole discretion, upon notice to you.

### **2. Medical Insurance:**

You will be insured under the Group Medical and Personal Accident Policies of LanceSoft after the successful completion of three (3) months of your employment with LanceSoft.

### **3. Intellectual Property:**

If during the period of your employment with LanceSoft, you achieve any work product, invention, process improvement, operational improvement, or other method likely to result in a more efficient operation of any of the activities of LanceSoft, we shall be entitled to use, utilize and exploit such work product, invention, process, operation, improvements and you shall assign all rights thereof to LanceSoft for the purpose of seeking any patent rights or for any other purpose. LanceSoft will have the sole ownership rights of all the intellectual property that you may create during the tenure of your association with LanceSoft including but not limited to the creative concept that you may develop.

### **4. Secrecy/Confidentiality:**

**4.1 Use of Proprietary and/or Confidential Information:** You will not, at any time, during your employment with LanceSoft and thereafter, divulge or disclose LanceSoft's proprietary or confidential information to any third party or entity including competitors and/or former employees without prior authorization of LanceSoft. You will not make any use of LanceSoft's proprietary or confidential information for your own or any purpose other than that of LanceSoft. Failure to do so on your part shall result in your immediate termination and a legal action shall be taken against you and the third party/entity to which the information was divulged.

**10.1 Access to Information:** Unauthorized access to LanceSoft's proprietary or confidential information or an attempt to do is strictly prohibited and shall result in an immediate termination of your employment and a legal action against you.

**10.2 Restriction on Personal Use:** Use of LanceSoft resources for personal use is strictly prohibited. This includes usage of computer resources, information, internet service, assets, and working time of LanceSoft for any personal use. You will under no circumstances carry any work home unless specifically approved by your manager. Any usage of LanceSoft information for personal use will result in an immediate termination of your employment without notice and/or a legal action as deemed appropriate. You may/may not, at the sole discretion of LanceSoft, be required to reimburse LanceSoft for any losses incurred on account of personal usage of LanceSoft resources.

**1. Non-Compete**

During your employment with LanceSoft, you will not, directly or indirectly, either alone or jointly with or as manager, consultant, agent or employee of any person or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of LanceSoft.

**2. Retirement:**

The retirement age is **60 years**. You will retire from your employment with LanceSoft at the end of the month in which you attain 60 years of age.

**3. Indemnification:**

You agree to indemnify LanceSoft and its affiliates for any losses or damages sustained by them which are caused by or related to your breach of any of the provisions contained herein in these terms of employment.

**4. General**

These terms and details of your employment are highly confidential and personal to you. You cannot discuss, assign, subcontract or transfer your obligations hereunder to any other person or entity.

For **LanceSoft India Pvt. Ltd.**,



-----  
**Sidharth Jain**  
**Manager – India HR**

**I have read, understood and agree to the terms and conditions as set forth in these terms of employment. My acceptance is as of the day and year written below.**

-----  
**(Signature and Date)**

**ANNEXURE 'A': COMPENSATION DETAILS**

 Name: **Mothukuri Shridi Sai Nadh**

 Designation: **Associate**

 Department: **India - Java Practice**
**a) Remuneration**

<b>Annual CTC</b>	<b>300,000</b>		
<b>CTC for Month</b>	<b>25,000</b>		
<b>Performance Bonus</b>			
<b>Earnings</b>	<b>Amount Monthly</b>	<b>Deductions</b>	<b>Amount Monthly</b>
Basic Pay	10,000	PF- Employee	1,800
Dearness Pay	5,000	Professional Tax	200
House Rent Allowance	6,000	Employee Club Contribution(Equal amount will be contributed by the employer)	200
Conveyance/Transport	1,600	ESIC Deduction	-
Medical Bills	-		
Leave Travel Concession	-		
Other Allowances	600		
Performance Bonus	-		
<b>Monthly Cash Component</b>	<b>23,200</b>	<b>Total Deductions</b>	<b>2,200</b>
<b>PF Employer Component</b>	<b>1800</b>		
<b>Total Monthly Gross Salary</b>	<b>25000</b>		
<b>Net Pay</b>	<b>21,000</b>		

**Please Note:**

- You will participate in the Organization Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity in accordance with the rules governing such payment.
- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.