## November 19th 2019

**N Chiranjeevi,**

OFFER OF EMPLOYMENT

# PRIVATE & CONFIDENTIAL

## 83 behind bhcs layout near

## Bright way school bus stop

## Gowdanapalya, Bangalore: 56006

**Dear N Chiranjeevi,**

Welcome to Haruko Consulting Pvt Ltd!

It was a pleasure meeting you to explore a career opportunity with Haruko Consulting Pvt Ltd!

Based on our discussions, we are pleased to offer you the position of HR Recruiter, in **Kengeri**, **Level** 1 with our organization. The gross compensation will be INR 2,25,396/- (Two lakh twenty five thousand three hundred and ninety six only) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosedannexure.

Haruko Consulting Pvt Ltd is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Employee. We strive to understand our customer’s need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatterboundaries.

These shared values and beliefs are the influencers of everyday work culture at Haruko that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Haruko way oflife.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our Bengaluru office on November 19th, 2019**.** Please keep your recruiter informed, in case of advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned.

## ANNEXURE – 1

**SALARY OFFER SHEET**

|  |  |  |
| --- | --- | --- |
| **Component** | **Monthly Gross** | **Annual Gross** |
| Basic | 15,000 | 1,80,000 |
| House Rent Allowance | 1,500 | 18,000 |
| Leave Travel Allowance | NA | NA |
| Special Allowance | NA | NA |
| Ex-Gratia/ Bonus1 | 1,500 | 18,000 |
| **TOTAL FIXED CASH** | **18,000** | **2,16,000** |
| Performance Incentive | 783 | 9,396 |
| Variable Pay2 | NA | NA |
| **TARGET CASH COMPENSATION** | **18,783** | **2,25,396** |
| Employee Provident Fund | NA | NA |
| Mediclaim Insurance Premium | NA | NA |
| **TARGET COST TO COMPANY** | **18,783** | **2,25,396** |

|  |  |
| --- | --- |
| **Details of Incentive Plan:** | |
| (1) Max Performance Incentive | The Company shall pay this incentive as per the performance incentive plan based on the employee's performance against set targets every month. You will be entitled to incentives only if you are employed in the Company for the entire month. Your supervisor shall share with you the performance incentive plan details at the time  of your joining. |

Note:

1. As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as “Bonus” if not will be paid as “Ex-Gratia”.
2. VariablePaywillbepayableonQuarterlybasis.Amountshownispayableon100%Target achievement. The company and unit/function performance achievement against the target measuredquarterlyshalldeterminethepayoutundertheVariablePayPlan.Note:Variable Pay is governed by the provisions of Variable Pay Plan (available on Haruko Intranet) and the same will be reviewed from time totime.

## ANNEXURE – 2

**TERMS OF EMPLOYMENT**

Your employment at Haruko will be governed by the Haruko policies as modified from time to time. Copy of the present policy will be made available to you on your joining Haruko. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

## Hours ofWork

* 1. A working day shall comprise of ninehours.
  2. You may be required to work on a shift. Shifts may be scheduledacross24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified inadvance.

## Place ofEmployment

* 1. During your employment with Haruko, you will be liable to be transferred or deputed to any of the offices, departments of Haruko or its Associates, Subsidiaries or Group Companies, whether in India orabroad.
  2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Haruko policies prevalent at thattime.

## Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

## Salary andBenefits

* 1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during theyear.
  2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is Haruko policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of theCompany.
  3. In addition to salary, you shall also be entitled to receive other benefits as applicable under Haruko policy. The Company shall, in its sole discretion, be entitled to amend, vary, andmodifyanyofthetermsandconditionsofthepolicywithregardtothebenefitsthatare

offered to you.

## Relocation:

* 1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Haruko, this amount has to be paid back to thecompany.

## Leave EntitlementPolicy

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company’s leave and vacation policy.

## Termination

* 1. Your employment with Haruko is subject to terminationon:
     1. Haruko may terminate your employment at any time giving you at least two months’ prior notice in writing or payment of your then current salary prorated for any shortfall in notice;and
     2. You may terminate your employment by giving Haruko at least two months’ prior notice inwriting.
  2. Haruko reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the noticeperiod.
  3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Haruko, and that your termination/resignation letter (by whatever name it is called) will be accepted by Haruko only on your satisfying the mandatory notice period as stated in Haruko HR handbook. Further, till such time as Haruko accepts your resignation letter, you will be deemed to be an employee of Haruko and the terms and conditions of your employment will still continue to bind you.8.4. Haruko shall have the right to terminate your employment immediately without notice or payment in lieu of noticeif:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Haruko policies and code of conduct; or 7.4.2.You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of Haruko is likely to bring Haruko any disrepute whether or not such act is directly related to the affairs of Haruko;or

* + 1. You commit any breach of any of your duties or obligations under this agreement or the policies ofHaruko.
    2. There is discrepancy in the copies of the documents/certificates given by you as proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefitswhatsoever.

## Mode ofCommunication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such otheraddress as may be intimated by you to the management thereafter.

## Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

## General

* 1. This agreement contains the entire agreement between the employee and Haruko, and no alteration or variations of the terms of this agreement will be made unless done so in writing. Haruko reserves the right to amend the terms of the agreement with prior intimation of thirty days’ notices to the employee. shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or nondisclosure.
  2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore(Karnataka).
  3. This agreement shall remain current and in force, irrespective of whether you are under employment of Haruko ornot.
  4. Should any part of this agreement be declared illegal or unenforceable, the parties here to will co-operate in always open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter thisagreement.

If any term or provision of this Agreement shall be hereafter declared by a final adjudicationof any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of thisagreement.

## Background VerificationClause

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative.

## Acknowledgement and Acceptance of Appointment with Haruko

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work from November 19th 2019.

Signature : Name : Date : Place :

## ANNEXURE – 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Details** | **Description** |
| 1. | Photograph | Soft copy of white background passport size photograph |
| 2. | Education Documents | Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card) |
| 3. | Identity Proof | Passport/ PAN Card/ Election ID/ Driving Licence/Aadhaar Card. |
| 4 | Employment Details | **Current Employment:** last 3 months salary slip along with a copy of the offer letter  **Previous Employment:** Relieving letter/ experience letter (which  captures start date, end date & position details) |
| 5 | LOA | Signed Scanned copy of - Letter of Authorization (LOA) |

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified byHaruko.

## You are required to report to the HR department on your day of joining.

## Contact Person : Satish Kalal (Manager)

## Contact Number: +91 6364285500

## Contact EmailID: [Satish@haruko.in](mailto:Satish@haruko.in)

## Office Address: 2nd Floor 3rd Cross Road, above Guru Prasad- House of High tea, Stage I, Kengeri Satellite Town, Bengaluru, Karnataka 560060

## Reporting Time: 10:00 am

We wish you a highly rewarding career with us!



Haruko Consulting Pvt Ltd!.