

August 03rd , **2018**

K. Pradeep Kumar Reddy Hyderabad

## Offer of Employment

**Dear Mr. K. Pradeep Kumar Reddy**

**Congratulations!**

Subsequent to your interest in seeking placement wit h our organization, we are pleased to offer you the position of Java Developer at AuroPro soft Systems Pvt Ltd and the joining date would be 06th -August-2018

Your employment will be based at Hyderabad, however , based on the position's requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to 06th -August-2018 subject to your joining AuroPro on or before the given joining date.

Your Annual Compensat ion (CTC) is Rs. 2,15,000/- (Rupees Two lakhs fifteen thousand only) and the salary components are detailed in Annexure 1 and will be subjected to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Your emp loyment with **AuroPro Soft Systems Pvt Ltd** will be governed by the following **terms and conditions.** You will also be governed by current AuroPro rules, regulations, internal policies and practices which are subject to change from time to time.

1. **Location of work**

Your employment will be based in **Hyderabad** and the company reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance app licabl e to a specific Project / location as per Company's policy will be paid to you.

1. **Duties and Responsibilities**

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to

undertake any reasonable, alternative duties which are within your capabilities. Yo y\_shall not indulge activel\_y/or

cause any act likely to affect the discipline that is expected from every employeeof this organization or associate with any such activity which may amount to an act subversive of discipline.

**3 . Notice Period/ Termination**

At the t ime of tendering resignation you shall be requ ired to give one month notice in writing. Your servicesin t he Company shall be t erminable by giving one month notice. The company also has the right to dismiss you from our serviceswithout notice or compensa ti on fo r any act of misconduct. You shall at all times furnis h true and correct

information pert ainin g to your qualifi cation, experience etc. If the informat ion furn ished by you in your resume

and the documents submitted by you as stated in **Annexure 2** of this *offer* of employment is found to be incorrect at any point of t ime, your services will be t erminat ed without any further notice.

You sha ll inform the Company of any changes in your personal dat a wit hin 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you persona lly or sent to your email ID or sent by post to you at your address in Indi a, as r ecordedin the Company.

* 1. **Use of Company Resources**

You shall be responsible for the safekeeping and in good condi tion and order of all AuroPro and it s client's property entrusted to your care and charge. You ma y use the company resources only for official purpose with utmost honesty and diligence.

* 1. **Business Conduct**

It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business lif e. Your dress, gro om ing and appearance should reflect favorably upon other team members in the Company.

* 1. **Sexual Harassment/ Discrimination**

'l o\_u \_a[ e required\_t oJ amiliarize\_yourselL wit h\_f-lar:assmen t-policy and- comply- with-it- at- all time-s Any instanGeS- Q<- - - ­ harassment are regard ed as serious issues and non-compliance may lead to disciplinary action being instigated

again st you as per Law of t he Land. Off ensive post ers/ screen savers/ mails or magazines and books at the work place should be str ictl y avoided.

Every employee of **AuroPro Soft Systems Pvt Ltd** holding a senior and responsib le positi on at AuroPro or it s client's place shall take all possible steps to ensur e a pos iti ve work environment free of any form of discrimination.

* 1. **Policies**

You w ill abide by all the ru les, regulat ion and policiesof the company. **AuroPro Soft Systems Pvt Ltd** reserves the right to amend such policies as needed .

You shall inform the company of your absence from work from t ime to time. If you are absent from work for four consecutive days without any permission/ int imation to the client or HR personal or management, will be treated as **ABSCONDING** from company both AuroPro and it s client's place. If you go on leave with permission but don't report to work as per the timelines and later don't intimate the extension of leave will also be treated as **ABSCONDING** from company both AuroPro and it s client' s place. The company also has the right to initiate approp riate legal action applicable as per law for **ABSCONDING** from the company both AuroPro and its client's place.

You shall be following normal business hours as per the company policy. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours. While working on projects overseas working hours and notified holidaysof the client location will appl y.

You will also be subject to all standard AuroPro Data Protection and Network Security policies and either AuroPro or its customers may require you to sign a statement to such effect at any time.

* 1. **Confidentiality and non-compete clause**

You shall dur ing your service with us, devote your whole time and att ention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.

You shall at all times keep the information that may come to your knowledge regarding company's plans, business affairs, operations etc confidential.

You shall be required to keep the information regarding "salary" being offered to you strictl y confidential at all times. You shall not divulge any details pertaining to your salary to any friend/colleague or acquaintance either before/during or after the cessation of your employment with us. Divulging such information at any time may lead to either withdrawal of this offer letter or termination of your existin g employment with us.

You agree not to employ, or solicit or seek to employ, any employee, consult ant s, customer or associate of the Company during your employment and for a period of one year after your termination / resignation of employment from t he company. Upon breach of this Section with respect to a particular employee, consult ant s,

customer or associate of t he Compan y, you will be liable to pay li quidat ed damag"e' -s""-'----- - - - - - - - - - - - - -

During the term of t his Agreement and for a period of 1 year thereafter, you shall not directly or indirectly approach or in any way assist or be involved with any partners and/ or customers of AuroPro. You cannot directly approach any partners of AuroPro more particu larly, whose work is being undertaken by you or superv ised by you due to this employment agreement.

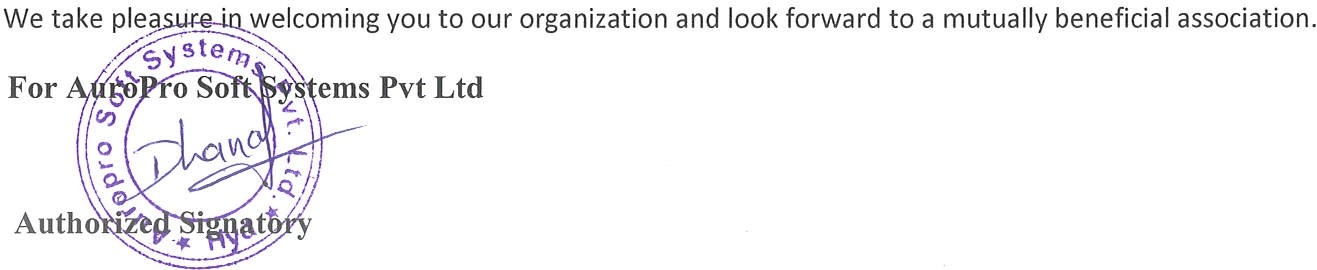
You shall not at any time discuss or disclose or forward AuroPro's or its client' s business emails and data (like materi als, techn ical aspects, codes, design documents, study material and any other content that is designed for either internal or external use) to your personal email IDs or to any other emails IDs and shall not publish any personal or confidential information about AuroPro or its clients in any publ ic forums. The company also has the right to initiate appropriat e legal action app li cable as per law for infringement of confidentiality code.

* 1. **Data Protection and Confidentiality**

You may have access to personal and/or confi dent ial informati on about the int ernal business affairs of AuroPro or its client' s organization considered 'comme rcially sensitive'. It must only be used for the purpose(s) for which it has been authorized. Please read and sign **Annexure 3** for more det ail s about Data Protection and Confidentiality Policy. Please note that in addition to what has been mentioned in this appo intm ent lett er, no other commitment is being made by the company . This offer letter, together with the various documents referenced herein, represent the comp lete offer by the Company. If there is any element of our offer that you feel is unclear or not covered, please contact me at undersigned ahead of signing this document.

To ensure that you have a full understanding of the terms and conditions of your prospective employment with AuroPro and the benefits available to you there are a number of enclosures to t his lett er which we hope you will find interestingand informat ive and have agreed to abide by them in form and substance. On joining you will be able to access Company's Intranet site, which contains comprehensive informat ion regarding all benefits, policies and procedures but, in the meantime, to answer any questions you may have, please do not hesit at e to contact your respective People Partners in People Development Function.

At AuroPro, our long-term success depends on both the results we achieve and the way we make these results happen. We set high standards for our people, our products and our processes. Quality must set us apart. We set high standards of personal integrity and et hics in all our business ventures. We, at AuroPro, feel that you will make an invaluable addition to our team and it is with great enthusiasm that I hope you accept th is offer of employment.



# DECLARATION

I have read and underst ood the above terms and cond it ions of employment and am accepting the same.

Date: Signat ure:

Name: **K Pavan Kumar Reddy**

# Annexure -1

|  |  |
| --- | --- |
| **Name:** | **Mr. K Pavan Kumar Reddy** |
| **Title:** | **Software Engineer** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **Monthly** | **Annual** | - |
| **Rs.** | **Rs.** |
|  |  |  |
| Basic | 15,990 | 1,91,880 |
|  |  |  |
| House Rent Allowance | 10,661 | 1,27,932 |
|  |  |  |
| LTA | 1332 | 15,984 |
|  |  |  |
| Bonus | 1667 | 20000 |
|  |  |  |
| Conveyance Allowance | 1600 | 19,200 |
|  |  |  |
| Medical Reimbursement | 1250 | 15000 |
|  |  |  |
| **Total (A)** | **32500** | **3,90000** |
|  |  |  |
| Prn viElerc1-t i;\_1c1n El- (-E-E-+-E¥) | 6G | "3-2-G- |
|  |
|  |  |  |
| PT | 200 | 2400 |
|  |  |  |
| Salar y (A- B} | 28,700 | 3,44,400 |

/ **Total Gross CTC** I **3,90,0001-**

Note:

* + 1. Net Take Home salary is further subject to reduce by an amount equivalent to Professiona l Tax and TDS (Income Tax on Salary).
    2. Gratuity will be payable as per provisions of Payment of Grat uit y Act,1972

**terns Pvt Ltd Employee:**

**Aut K. Pavan Kumar Reddy**

**Soft wa re Engineer**

## Annexure 2

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of your reporting to duty at AuroPro Office.

1. **Personal Data:**
   1. Passport copy (along with all used pages)
   2. 3 Photographs (Passport size)
   3. Aadhar card copy
   4. PAN Card Copy
   5. Proof of present and permanent address (photocopy)
   6. Mark Sheets and Certificate of Class X & Class XII
   7. Graduation Certificate (all mark memos and certificates)
   8. Post-Graduat ion Cert ifi cate (all mark memos and certificates)
   9. Mark sheets and Certificates of Diploma(s)
   10. Mark sheets and Certificates of any training(s) attended
   11. Any other addit ional diplomas/certificates (Mark-sheets)
2. **Previous Em lo ment Record:**
   1. Re li eving Lett er and Service/ Experience Certificate from all prev ious employer(s)
   2. Copy of the re signat ion acceptance letter
   3. Salary slips / cert ifi cate from all employers (min last 3 months)
   4. Form 16/ TDS certificate from all ex-employers (as required)
   5. Form 12B / Pro visiona l Form 16 for the current financial year

**Employee:**

**K. Pavan Kumar Reddy Software Engineer**

## Annexure 3

**Data Protection and Confidentiality Policy**

Everyone who has access to any personal information held by or on behalf of the organization, should be fully aware of and abide by their duties and responsibilities under the Data Prot ection Act. The information must be handled and dealt wit h properly however it is collected, recorded and used, and must be done so in accordance with the safeguard s set out wit hin the policy and the Act. This applies to information recorded on paper, in comput er records or recorded by any other means.

**Everyone in the organization:**

Assume that information is confi denti al unless you know that it is intended to be made public by AuroPro or its clients, this includes passing information to another organization or person

Exercise common sense and discretion in identifying whether information is expected to be confidential. In most cases information will not be explicitly stated as being confidential

Avoid exchanging personal or confident ial inform ation or comments (eg: gossip) about individuals and organizations with which you have a professional relationship

Avoid talking about organizations or individ uals in social sett ings

Not disclose to anyone, other than to colleagues,your manager, or the CEO, any information considered sensitive, personal, financial or private without the prior knowledge and consent of the individual or the organization concerned

Share information sensitively if they need to discuss issues and seek advice with your Manager and/or CEO only .

Seek the consent of an individual or organization before discussin g difficult situations with other colleagues to gain a wider perspective on how to approach a pro blem, unless it is beyond doubt that the organization would not object to this. Alt ernat ively, a discussion may take place with names and identifying information anonymized. Where the situation may have legal impli cations for either the individual, organization or for AuroPro, you should have a confident ial discu ssion w ith the CEO to ascertain the appropriate course of action

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Not compromise or seek to evade security measures designed to protect personal data and/or confidential information

Where we have a legal duty to disclose infor mat ion, inform the person or organization with whom confi dent ialit y is owed that disclose has or will be made

Note that your obligations to use and respect personal data and confidential information continues to apply even after you leave the organization

# DECLARATION

I have read and understood the above Data Protect ion and Confidentiality Poli cy and am accepting the same.

**Date: Signature:**

**Name: K. Pavan Kumar Reddy**

**Deputation policy V 1.0**

l. All AuroPro employees deputed at client place will follow and adhere to the guidelines of the client in respect to work, securit y policies.

1. All employees on ret urn after Deputation will be required to update their profile and also submit a report on the deput ation assignment and to be sent to [hrhyd@auropro.com.](mailto:hrhyd@auropro.com)
2. At the end of deputation or assignment at client place, you are requested to submit all belongingsof the client to designated team. It may include ID cards, laptops, any records either in physical or in electronic form to concerned team. There may be more items that have been passed on to you while working on given assignment on day to day interaction. Please kindly note that client can terminate your assignment without any notice and you will have to inform AuroPro immediately on the same.
3. It is the sole responsibliity of the employee to take care of his belongings and company property during the period of deputat ion. The organization will not take any responsib ilit y in case of any theft/ loss of company property during that period.
4. Any damages caused at client place due to mishandling and negligence wi ll be recovered from t he employee.
5. All emp loyees on Deputation will be governed by Terms put forth by the client.
6. As an employee of AuroPro, it' s your utmost responsibility to reach out AuroPro for any issue or concern you may have including grievances. You should bring it to [hrhyd@auropro.com.](mailto:hrhyd@auropro.com)
7. You agree to not to disclose salary in client premises and if found to be disclosed, appropriate act ion wi ll

be taken includin termina\_tlon of emplQ\_y.m.en.atn dJ \_egaLacito\_1r ..a~s peu ancL0Llaw.

1. . Every employee shou ld attend an exit interview either in person or over phone.
2. In any circumstance, if you desire to leave your position/ assignm ent then its mandatory to intimate AuroPro about the same and not to client directly or indirectly. This information should be emailed to [hrhyd@auropro.com](mailto:hrhyd@auropro.com) and concerned delivery team.

I have read and understood the above Deputation policy of employment and am accepting the same.

Date: **Signature:**

**Name: K. Pavan Kumar Reddy**