

Appointment Letter

Ref. ID: Ref/MIS/1414

Date: 03 April, 2017

To,
Mr. Santosh Kumar,
S/O Jageshwar Choudhary,
Sharda nagar,
Ward No. 20,
Saharsa-852201,
Bihar.

Sub: Letter of Appointment

Dear Santosh kumar,

With reference to the discussion we had with you, we are pleased to appoint you as **Software Associate** at **MAAA.COM Info Services Pvt. Ltd.** under the following terms and conditions:

1. Joining Date:

Your date of appointment will be effective from 03 April, 2017.

2. Compensation and Benefits:

Salary and benefits are detailed in **Annexure A** attached herewith. Your Gross Salary is **Rs. 2,76,000/-** per annum subject to deduction of Tax at source.

3. Working Hours:

The shift timings will be based on process/program requirement as and when explained by your superiors.

4. Place of work:

Your initial employment location will be **Hyderabad**. However, your services are transferable to any place in the country or abroad or to any of the **MAAA.COM Info Services Pvt. Ltd.'s** associate or sister concern or its subsidiary client location, at the sole discretion of the management.

5. Job Assignment/Reporting:

In your assignment, you will be responsible for the duties of **Software Associate**, as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

6. Required Documents:

You are required to join on or before 10 April, 2017, following which this offer stands withdrawn. At the time of joining, we are requesting you to submit the following documents:

- a. Date of Birth
- b. Original Academic Certificates (all from 10th to Highest)
- c. Original Resignation Letter with acknowledgement (if Applicable)
- d. Relieving letter from previous employer (Original) (if Applicable)
- e. Proof of compensation last drawn (3 Months - Original) (if Applicable)
- f. Four passport size photographs (Recent)
- g. Bank Statement (six months) (if Applicable)

7. Absence without Notice:

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

- a. Return to work within **3 days** from the commencement of such absence.
- b. Provide a satisfactory explanation to management regarding such absence

8. Non-Disclosure Agreement:

During the course of your employment with us you will have access to confidential/proprietary information about the organization, business clients, business transactions, and associated companies. You shall not during your course of Employment or thereafter, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization, trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by the organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this Offer - Appointment or starting work on the joining date.

9. On separation/resignation/termination, you are required to:

- a. If the employee decides to leave the Company by resigning his position. He / She should give the written resignation letter.

- b. Employee should serve the notice period which is one month after the resignation (accepted date by the management). Enforcing the option of the notice period is entirely up to the management.
- c. During the notice period the employee should handover all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, software/hardware, effects to the management and the immediate manager (in-charge) and shall not make or retain any copies of these items.

10. Employment Regulations

Whilst employed with the company:

- a. You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company.
- b. You will have no objection to working extra hours in the morning and/or the evening, according to the requirements of the job.
- c. You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments.
- d. The cost of such training assignments including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed between the Company and you.
- e. You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount.
- f. You shall not under any circumstances, either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with the **MAAA.COM Info Services Pvt. Ltd.**
- g. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.
- h. You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.
- i. The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.

11. Acceptance Regulations:

- a. Please sign and return the duplicate copy of this letter and Annexure as a token of your acceptance of the terms and conditions mentioned herein.
- b. If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association.

For MAAA.COM Info Services Pvt. Ltd.,



Nirupama Menon
HR Manager - HR Department
hr@maaaainfo.com

Your revised compensation structure is given below for your reference:

Salary Particulars	Monthly	Annually
Basic	11,500	1,38,000
House Rent Allowance	4,600	55,200
Travelling Allowance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	4,850	58,200
Fixed Compensation	23,000	2,76,000
Annual Incentive Pay*		00
Total Cost To Company(TCTC)		2,76,000

ACCEPTANCE: I accept employment with the **MAAA.COM Info Services Pvt. Ltd.** on the terms and conditions set out in this letter.

Signature : _____

Date : _____