

Ref: PSSPL/SC/1108/07
Date: 26th November, 2008

Subject: **OFFER LETTER**

Dear Mohammed Hafeez Ul Rahman

We are pleased to offer you in our organization as Programmer at our Hyderabad office.

You will be paid a gross annual salary of Rs: 1,80,000/- (Rupees One Lakhs Eighty Thousand Only) per annum, the break up of which is attached in Annexure - A.

In addition to your salary, you will be entitled to other benefits as per personnel policies of the company applicable for your grade.

Please sign the duplicate copy of the letter and return it to us as a token of your acceptance of this offer letter within 2 days from the date of the letter.

For Pact Software Services Pvt. Ltd.



Director - Development/HR.

Annexure - B

TERMS AND CONDITIONS OF EMPLOYMENT

1) Secrecy:

During the period of your employment you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents, etc., relating to the company that may come to your Professional knowledge as an employee of the company.

2) Probation:

You will be on probation for a period of Three months commencing from date of joining the company. At the end of your probation and based on your performance, your salary will be revised and your services will be confirmed and such confirmation shall be in writing. The Company reserves the right to extend the probation period if your services during the probation period are not satisfactory. During the probation period, either party may terminate this agreement by giving the other party 30-day notice and without assigning any reason.

3) Retirement:

You will retire from the services of the company on attaining the age of 60 years.

4) Conflict of Interest:

Your position with the company calls for whole time employment and you will devote yourselves exclusively for the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade of business, during your employment with the company, without written permission from the company.

5) Transfer:

Though you have been engaged for a specific position, the Company reserves the right to transfer you to any other location, department, establishment, or branch of the company/Group. In such case, you will be governed by terms and conditions of service applicable to the new assignment, without any financial loss.

6) Notice Period:

Either party, by stating their intention to do so, in writing, may terminate this employment at any time, provided that at least two months notice or salary in lieu thereof has been given. This clause shall not be applicable during the period of probation.

7) Statement of facts:

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared as per the application, and on the ability to handle any assignment/ job independently. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, the company shall have the right to terminate your services forthwith.

8) Use of company Resources:

You shall use the company's resources only for official purposes.

9) Date of Birth:

The date of birth declared by you (Birth Date) and that you will be bound by such date of birth in all service matters with the Firm / Company.

10) Working hours and overtimes:

Your work is of continuous responsibility and does not entail payment of overtime. It is expected that you will work as required beyond regular work hours and on weekends/holidays. You will be reimbursed out of

pocket expenses when required to work on weekends/holidays, subject to limits applicable at your level.

11)Leave:

You will be entitled to leave for maximum of 12 days in any year. This leave is excluding sick leave (maximum of 7 days in any year) that may be granted to you on production of a satisfactory medical certificate.

12)General:

The above terms and condition are based on the company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. You will be governed by the rules of the company framed from time to time.

You will be responsible for keeping and return in good condition and order all the company's property that may be in your use, custody and charge.

We shall be glad to provide you with more in formation upon your request.

I hereby accept the above terms and condition

Signature of the Candidate :

Name of the Candidate :

Date of acceptance of offer :

PACT Software Services Pvt. Ltd.

Annexure – A

Name : Mr. Mohammed Hafeez Ul Rahman
Designation : Programmer

Salary Components	Amount (In Rupees/Month)
Basic	7,500.00
DA	1,500.00
Allowances	
HRA	4,500.00
Leave Travel Allowance	750.00
Medical Allowance	750.00
Total	15,000.00(Per month)
(Rupees Fifteen Thousand Only)	