

INSPIRISYS/HRD/OL/2019/A00335

May 20, 2019

Mr. Shaik Taheer Ahamed,  
Pedda Mosque Street,  
Rapur, Nellore,  
Andhra Pradesh - 524408.

**OFFER LETTER**

Dear **Shaik**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Inspirisys Solutions Limited** as per the terms and conditions given in the subsequent paragraphs. Your initial place of posting will be at **Cochin**

**1. SALARY & BENEFITS**

Your salary and other emoluments are given in the **Annexure**.

**1. DESIGNATION & GRADE**

Your designation will be **Engineer - Software** and the equivalent grade in accordance with our policies will be **EL 120**.

**2. SERVICE RULES**

- a) Your employment with Inspirisys Solutions Limited is full time and you shall not engage in any commercial business or pursuit on your own account or as an agent for others during the course of employment.
- b) You are required to seek permission from the management before you undertake any course of study.
- c) You are required to treat all information and official correspondence as confidential. You shall not at any time or times, without the consent of the company disclose, divulge or make public except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, software development, technical know-how, security arrangements, administration, accounts or any other dealings of the company known to you in the course of your service or otherwise.
- d) As per company Policy, you shall be required to give necessary undertakings to the company.
- e) You shall work under the supervision of such officer/s as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.

- f) You shall keep the company informed of any change in your residential address or civil status.
- f) You shall be responsible for the safekeeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
- g) The retirement age as per the company's policy is **55 years**. The date of birth given by you and taken on record is **12-Aug-1994**.
- i) You shall abide by the rules and regulations of the company which are in force and/ or which may be framed from time to time.
- j) You shall regularly check the internal policies of the company and abide by such policies.

#### **4. PROBATION & JOINING FORMALITIES**

- a) You shall be on probation for a period of Six months with effect from your date of joining with the company.
- b) During the period of probation, you will not be entitled to any leave with pay other than casual leave. However, you will be eligible for PF Contribution and ESI contribution (if applicable) by the Company and on confirmation you shall be eligible for Privilege Leave as per the rules of the company.
- c) In case you wish to resign from the services of company during the probation period you are to give One month notice or compensation in lieu of notice as decided by company. However the company can terminate your services during probation without any notice.
- d) Should your work be found satisfactory at the end of probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on period of probation. The probation period is extendable at the sole discretion of the management.
- e) You are required to maintain yourself in a state of medical / physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination.

#### **5. OTHER TERMS & CONDITIONS**

- a) You are liable to be transferred to any place of business or department of the company at the discretion of the management.
- b) You are liable to be posted abroad depending on the needs of the business. In the event of such posting, all allowances and benefits will be applicable based on the Foreign Travel Policy and the following employment norms are applicable.
  - (i) You are responsible to comply with local laws prevalent in the country of posting. Any legal expenses due to non-adherence of local laws if attributable to the company, besides visa related issues will be borne by the company.

- (ii) Employees will be forbidden to submit resignation in the midst of project when posted abroad. All travel related expenses that included air ticket, visa expenses etc. will be borne by the employee in case of any such resignation.
- c) Employees also need to sign non-compete/non-disclosure agreement forbidding them to join Inspirisys customers / vendors / partners for a period of One year from the date of the completion of assignment.
- d) Your employment separation process is governed by the following rules:
  - (i) It is mandatory to serve Two month notice period in case of resignation of your service after confirmation. Salary in lieu of notice period is not acceptable.
  - (ii) You are not entitled for any leave other than eligible casual leave at the time of serving the notice period in case of resignation.
  - (iii) In the absence of the above stated clauses the company reserves their right to withhold the final settlement dues to be paid to you and you will not be relieved from the company.
  - (iv) The company has the right to terminate your employment without any prior notice in case of any disciplinary proceedings.
  - (v) In case of termination of your services by the company other than the above clause you will be paid two-month salary in lieu of notice period.
- e) You shall not, at any time, during tenure of service or on relinquishment or thereafter disclose or divulge or communicate to any person directly and / or indirectly, any knowledge, information-confidential or not, or material/account transactions, discovery or dealings which may come across or gain, receive or obtain in relation to the affairs of the company.
- f) If during the period of employment with the company, you make an invention or discovery or improvement to either of the above, connected to any of the articles manufactured and/or services provided by or dealt with by the company, or in respect of any processes or methods etc., pertaining to those mentioned above, whether patented or otherwise, employed by the company, it is agreed that the same shall be owned solely by the company or its customers as the case may be.
- g) You shall not, during the course of your employment with the company, undertake or attempt to seek any engagement, employment and / or consultancy service or accept any assignment in any other organization anywhere in the world unless authorized by the company in writing.

- h) If at any time in the opinion of the company, which shall be final, your performance is found to be below acceptable / satisfactory levels or you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any conduct considered by the Company as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.
- i) At the time of joining, you are requested to produce the Original Certificates and copies in proof of:
- Qualification.
  - Age, Identity and address.
  - 5 passport size color photographs.
  - Relieving Order and Experience certificate from previous employer. (if applicable)
- j) In case your written acceptance of this offer is not received within 2 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.
- k) In case you do not report for duty within 2 days of the joining date indicated by you in the acceptance letter, the offer will be treated as withdrawn and cancelled, without any further reference to you.

We welcome you to **Inspirisys Family** and look forward to a long, successful and mutually beneficial relationship.

With Best Wishes,

**For INSPIRISYS SOLUTIONS LIMITED**

*Vibhuti Pandey*

**VIBHUTI PANDEY**  
**VICE PRESIDENT - HR & ADMIN**

**Acceptance of Offer**

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Annexure		
Compensation Package		
Name	Shaik Taheer Ahamed	
Grade	EL 120	
Designation	Engineer - Software	
Department	Delivery management	
Location	Cochin	
	Per Month	Per Annum
Basic	17,955	215,459
HRA	10,773	129,276
Other Allowance	16,159	193,913
<b>Total Gross (A)</b>	<b>44,887</b>	<b>538,648</b>
<b>Company Contribution</b>		
Provident Fund	1,800	21,600
Gratuity @ 4.8%(approx)*	862	10,344
Bonus @ 8.33%(approx)**	584	7,008
Insurance	200	2,400
<b>TOTAL (B)</b>	<b>3,446</b>	<b>41,352</b>
<b>TOTAL CTC (A+B)</b>	<b>48,333</b>	<b>580,000</b>

\*Gratuity is payable as governed by the Gratuity policy of the company.

\*\*Declaration of bonus is subject to availability of profit computed in accordance with the Payment of Bonus Act

With Best Wishes,

**For INSPIRISYS SOLUTIONS LIMITED**

*Vibhuti Pandey*

**VIBHUTI PANDEY**  
**VICE PRESIDENT - HR & ADMIN**