

Private & Confidential  
Ref: HRD/APP/DIS/2020  
Date: Dec 24, 2020.  
To,

**Mr. Syed Asadulla**  
Hyderabad.

**Appointment Letter**

Dear Syed Asadulla,

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews and the personal discussions with us, we are pleased to offer you as Associate Technical Engineer with **Dendrite IT Solutions** located at Level 3, NSL Centrum Mall, Road No 1, KPHB Phase 5, Hyderabad-500072.

Your total Annual CTC will be **Rs. 2,70,000.00/-** and will be reviewed based on the policy of the company as and when it is applicable. The details of CTC breakup (Statement of Remuneration and Benefits) are stated in the Annexure attached.

1. Your employment with us will be governed by the specific terms and conditions referred in Annexure - A.
2. You are requested to report at **9:30 AM** to complete the joining formalities at the address mentioned above. At the time of joining, you are requested to submit the copies of the documents as per Annexure - B.
3. Your annual gross salary along with the break-up of salary is as per details contained in Annexure - C.
4. You are required to join on or before Dec 28, 2020, and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
5. You will be required to execute and be bound by a Non-Disclosure Agreement and an Employment Invention Assignment Agreement given to you at the time of joining.
6. Mediclaim and Personal Accident Insurance will be extended to you and your family on you joining the company.
7. Your employment will be subject to a background check in line with **Dendrite IT Solutions** background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, you will liable to disciplinary action including termination of service without notice.

We welcome you to the Company and look forward to a long and mutually beneficial association.

**For Dendrite IT Solutions,**



**Ganesh Kumar**  
Manager-Human Resources



## ANNEXURE – A

- a. During the term of your employment with the Company, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to the Company or is contrary to the policies or the interests of the Company.
- b. During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, if the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, the Company reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.
- c. You agree to promote the interests and welfare of the Company.
- d. You agree to conform to and comply with the Company's Policy and such directions and orders as may from time to time be given by the Company.
- e. The Company may, at its sole discretion, transfer you to any other office of the Company in India or overseas or to any of its affiliates as long as the benefit of your employment accrues to the Company. In such situations, you shall also be bound by any policy of such other office or affiliate, in existence at the date of this Agreement or that may be subsequently framed by the Company or the affiliate. You will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of your duties.
- f. You agree that during the term of your employment with the Company, you shall not be engaged either directly or indirectly in any employment, venture or business which is directly or indirectly in competition with the Company.
- g. You agree that during and upon termination of your employment, for a period of 12 months, you shall not in any manner either directly or indirectly solicit or entice other employees or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.
- h. During the term of your employment, should you desire to leave the services of the Company, you will have to give one month notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you one month notice or salary in lieu thereof.

Not with standing anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of the Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or the Company Policy or other documents or directions of the Company, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days.

- i. Not with standing anything aforesaid, the termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.
- j. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from the Company on account of salary, bonus or any other such payments.
- k. You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employee Invention Assignment Agreement annexed to this Employment Agreement.
- l. You shall execute a Non-Disclosure Agreement annexed to this Employment Agreement under which you will have an obligation to keep confidential the Company's proprietary information.
- m. You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore.
- n. This employment is directed towards developing a career at the Company. However, employment at the Company will always entail the conditions of satisfactory performance and satisfactory market conditions for the Company's products and services (as it may determine at its sole discretion).

#### **ANNEXURE - B**

At the time of joining, you are requested to submit the copies of the following documents:

1. Certificates supporting your educational qualifications along with marks sheets.
2. If applicable, provide latest salary slip or salary certificate
3. Your relieving/Experience letter from your present organization
4. Valid Passport and Four Passport Size color photographs.

#### **ANNEXURE - C**

Your compensation on annual cost to company basis would be **Rs.2,70,000.00 (In Words: Two Lakh Seventy Thousand Only)** and will be payable as under:

<b>SALARY STRUCTURE</b>		
Name:	Syed Asadulla	
Department	IT	
Designation:	Associate Technical support Engineer	
<b>Component of salary</b>	<b>Monthly</b>	<b>Annualy</b>
Basic	7860	94320
House Rent Allowance	3930	47160
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Special Allowance	3537	42444
CCA	4323	51876
<b>Total Compensation</b>	<b>22500</b>	<b>270000</b>