

Reference No: 1648526423649

Date: 04 Mar 2022

Dear **Ravichandran Raman**,

With reference to the discussions that we had with you; we are pleased to appoint you [**Ravichandran Raman**] as **Technical Lead** in Technooxy Services.

Your place of posting will be Coimbatore. Your Annual Total Compensation will be Rs.**15,00,000**. The break-up is presented in Annexure I.

Your appointment will be governed by the terms and conditions of employment presented in Annexure II. You will also be governed by the rules and regulations in vogue and those that may change from time to time. At the time of formally resigning from services, you shall have to serve the notice period of 90 days. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

We request you to join us on or before 07<sup>th</sup> Mar 2021<sup>09:30</sup>. At the time of joining, please submit the following documents:

- 1 Photocopy of your passport, certificates and mark sheets in support of your educational qualifications.
- 2 Experience letter from previous organizations, 5 passport size color photographs.

Technooxy is keen that there is a secure environment for clients and internally too. Please refer Annexure II for more details.

Please note:

This appointment is subject to satisfactory professional reference checks.

This offer from Technooxy is valid for 2 weeks only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Your Sincerely,  
for Technooxy Services Private Ltd



**Preethi Rajesh,**  
**Director.**

I accept the offer on the terms and conditions and shall report to work on\_\_\_\_\_.

Signature

Date

**Annexure - I**

Ravichandran Raman		Technical Lead	
SNo	Description	Monthly	Annual
1	Basic	59375	712500
2	Conveyance Allowance	1600	19200
3	HRA	23750	285000
4	Special Allowance	34025	408300
5	Performance Bonus **		75000
<b>Annual Total Compensation</b>		<b>1,18,750 INR</b>	<b>15,00,000 INR</b>

\*\* The performance bonus amount will be lower or higher, as the case may be depending upon your performance and that of Company. It will be subjected to your being present in the company 180 days from the date of joining.

**Annexure - II****Terms and Conditions of Employment**

You shall be governed by the following terms and Conditions of Service during your employment with Technooxy Services. (Hereafter referred to as the "Company"), and those that may be amended from time to time.

**I. Statement of Facts:**

- The Company has made the offer of employment on the basis of the bonafide statement and facts provided by you in your application for employment. At the time of employment or during employment if the Company find the information provided to be false or misleading, it reserves the right to terminate your services.
- The Background check verification will be conducted on personal, academic and employment details.
- The Associate will be on 6 months' probation period.

**II. Duties**

- During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with rules, regulations and procedures as notified by the company in letter and spirit.
- During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- You shall not, without the company's prior written consent be in any way directly or indirectly engaged in convened with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express permission from the competent authority.
- During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**III. Place Of Work**

- You will be in employment at Technooxy Services Private Limited Offices or its affiliates or Technooxy Customer locations, as per business requirements.
- The company reserves the right to transfer you a temporary or permanent basis to the other job functions or departments within the company and assign such other duties as may be deemed fit in the interest of Company.
- You shall comply with the Company's rules relating to relocation to or from a customer location.

**IV. Hours Of Work**

- The Working days shall comprise eight working hours and a lunch break for an hour. Though the normal working hours are between 9:00 AM to 6:00 PM from Monday through Friday, you may be required to work on a shift basis that comprises eight working hours and a break for an hour. The shifts may be schedules across 24 hours a day, 7 days a week and 365 days a year. The shift timing may change from time to time on which you will be notified in advance.
- Technooxy observes four national holidays – Republic Day, May Day, Independence Day and Gandhi Jayanthi every year. The festival holidays may vary every year.

## **V. Leave and Vacation**

- From the date of your joining, you will be entitled to 6 days of sick leave and 4 days of personal leave per year.
- You will be entitling to 10 vacation leaves per year.
- You shall be entitling to avail leaves only with prior approval from you supervisor or the authorized person.

## **VI. Conduct**

- You shall at all times, maintain exemplary conduct and decorum. You shall uphold honestly and integrity in all your actions.
- You shall honor and comply with all rules and regulations of the company and statutory requirements, in letter and spirit.

### **I. Dress Code**

- You shall adhere to Technooxy's dress code while at work. The Dress code is reflective of the company's professional standards in its approach to work and how its relates to its customers, suppliers and competitors.
- Monday to Friday:  
**Gentlemen:**
  - 1 Neatly pressed half / full sleeved collar shirts tucked into trousers with formal black or brown shoes.
  - 2 Decent plain crew neck, polo, honey, Ringer type T shirts with Jeans and semi or casual shoes.**Ladies:**
  - 1 Western formals-colored shirts, Sarees, Salwar/Chudidhar, Kameez with appropriate foot wares.
  - 2 Single Colored full-length jeans, full length skirts, t-shirts, tops and appropriate foot wares.

### **II. Confidentiality**

- You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical process, finances dealings with information relating to suppliers, employees, agents' distributors and customers.
- You Shall not, during your employment and all times thereafter, directly or indirectly use or disclose confidential information except for the sole benefit of the company. This restriction shall cease to apply when it may come into the public domain otherwise that through unauthorized disclosure by you or such information which you shall be obliged or disclose by law.
- You shall not take copies of confidential documents or information for your own purpose and forthwith upon termination, you shall return to the company all documents, records and accounts in any form [including electronic, mechanical, photographic, & optic recording] relating to matters concerning the business or dealing or affairs of the Company.
- You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the company.
- You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to.

- You shall sign and subscribe to:
  - 1 The proprietary rights and Non-disclosure Agreement
  - 2 The Code of Business Conduct and Ethics
  - 3 Prohibition on Disclosure or Use of inside information
  - 4 Default User Rights on Technooxy Network.

### **III. Separation from the company**

- The retirement age of the company is 54 Years. At the time of formally resigning from service you shall serve the 90 Days “Notice Period”.
- When you formally resign from the service of the company the Company may, at its discretion, permit you to
  - 1 Adjust the vacation accumulated toward part of the notice period.
  - 2 Pay up for the notice period in lieu thereof on your Annual Gross Compensation.
  - 3 If your Service are terminated by the Company due to misdemeanor, unsatisfactory performance or any other disciplinary matter, the company will not pay any amount on such termination.
  - 4 During Notice period you are not entitled for any leaves. During emergency, need to take prior and proper approval from respective authority / Manager/ Supervisor.
  - 5 You are eligible to resign only after 6 months from the date of joining.
  - 6 Company reserves the rights to make the decision on the incentive payment during your “Notice Period” based in the rules and regulation of Technooxy services.

I accept the above-mentioned terms and conditions of employment with the Company

Signature \_\_\_\_\_ Date \_\_\_\_\_.

Name \_\_\_\_\_ Passport No \_\_\_\_\_.