

HRD/R001/TC – HYD/2024-07

August 07, 2024

Mr. Aman Kumar,
S/O Dharampal,
House No. – 197, Ward No -3,
Near Durga Mandir, Samrala,
Ludhiana, Punjab-141114.
Contact No: 8600060816

Dear Mr. Aman Kumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to extend an offer of employment to you as an **SAP ABAP Consultant** with Unical Systems, commencing on 8th August 2024. We are confident that your exceptional skills and extensive experience align seamlessly with the specific requirements of our esteemed client, **Regal Rexnord**.

Terms of Employment:

Position: SAP ABAP Consultant

Client: Regal Rexnord

Working Hours: 1 PM to 10 PM

Start Date: 8th August 2024

Location: Remote

Compensation:

Your total Gross Salary (inclusive of applicable allowances if any) will be INR: 22,00,000/- (Rupees Twenty-Two Lakhs only). This is subject to the billable hours and the timesheet compliance that you are expected to follow as per the standard HR norms. The salary will be distributed by deducting 10% TDS on or before the 5th of the subsequent month, upon the receipt of approved timesheets from the client.

In token of your acceptance of this offer, kindly sign, and email back the scanned copy to hr@unicalsystems.com. In case of any difficulty in scanning and emailing, please feel free to contact me to work on alternative options.

As Unical employee, you are bound by the following terms and conditions -

Background Checks:

As a part of the joining formalities, the Company may, at its discretion, conduct background checks to validate the details of education as well as previous employment details furnished by you.

Submission of Documents:

One copy of the following (To be provided on the date of your joining the Company) will constitute the required documents:

1. Two Passport size Photographs
2. Copy of Class 10 (or equivalent) Marks Sheet(s)
3. Copy of Class 12 (or equivalent) Marks Sheet(s)
4. Copy of Graduation Marks Sheet(s)/Certificate
5. Copy of Post-Graduation Marks Sheet(s) (if applicable)
6. Aadhar card
7. PAN card
8. Relieving letter / experience letter from all previous employers
9. Last three months' payslips
10. Bank account details (Passbook first page)

Relieving from the Company:

Ideally, we don't want any of Unical family members to leave us. However, we realize the aspirations and growth of every individual matters. Since you will be mainly working on client-specific projects, you are expected to serve a minimum of two months' notice in case you decide to part away. In the event of you having any incomplete assignments, you are expected to complete the tasks during this notice period by ensuring the right quality and delivery timelines.

Notice Period:

You are required to provide one month's notice in the event of resignation from your position as a consultant. This notice period is effective from the date of submission of your formal resignation.

Non-Performance Clause:

In the event of unsatisfactory performance, the company reserves the right to terminate your services with immediate effect, bypassing the notice period. Unsatisfactory performance includes, but is not limited to, failure to meet project objectives, breach of contractual terms, or any conduct detrimental to the interests of the company or the client.

Non-Availability During Working Hours: It is imperative that you maintain consistent availability during working hours as defined by the client. Any prolonged absence or consistent unavailability without prior approval may be considered a breach of contract and may lead to termination.

Status Update:

- **Status Update:** Employees are expected to provide updates on their work status through timesheets. This could include details such as the tasks or projects worked on, the number of hours spent, and any relevant notes or comments.
- **Submission:** The timesheets should be submitted to Mr. Shiva Shankar K, who likely plays a role in reviewing and approving the submitted information.
- **Payroll Processing:** The approved timesheets are used as a basis for processing payroll. The information recorded in the timesheets may directly influence the calculation of wages or salaries for the employees.

Working Hours:

Your working hours may vary according to the operational needs of different clients and projects, and you may be required to work on a shift system, the details of which will be provided to you on joining. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / member / employee of any other organization / entity engaged in any form of business activity without the consent of Unical Systems. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Given the nature of your role, You have been chosen for a particular position due to your technical and subject matter proficiency, which our client deemed suitable during the screening process. It is anticipated that you will consistently fulfil the client's requirements throughout the duration of the engagement. Ensuring alignment with the client's expectations throughout our collaboration is an implicit condition of this offer letter.

In token of your acceptance of this offer, kindly sign and email the duplicate copy at the earliest to the undersigned at:

We welcome you to Unical Systems family and wish you a rewarding career over the years to come.

Yours sincerely,


Satya Sri Gullapalli
Manager – HR & Operations

I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Signature

Your name

Location