

October 21, 2024
Kamballa Devanandha

Sub: Letter of Intent

Dear Kamballa Devanandha,

We are pleased to welcome you to Xebia family which is on the threshold of exponential growth. Every activity in Xebia is based on the foundation of four core values. With our 4 Values - People First; Sharing Knowledge; Quality without Compromise and Customer Intimacy - we all together create, maintain, and strengthen our knowledge culture.

You will be designated as **Junior Consultant** and the joining location will be **Bangalore**.

Your employment will be subject to the Standard Terms and Conditions of Employment of Xebia IT Architects India Pvt Ltd and will be governed by various policies, rules, and guidelines of Xebia IT Architects. It will also be guided by the core values and beliefs of Xebia IT Architects India Pvt Ltd.

The overall compensation offered to you is **INR 545,059.00 per annum**, which will include an Annual Performance Incentive of up to a maximum **INR 25,000.00 per annum** subject to the policy of Xebia IT Architects India Pvt Ltd in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1 of the document.

This offer of employment with Xebia IT Architects is subject to the successful completion of your Background Verification conducted by Xebia IT Architects India Pvt Ltd or any other agency appointed by Xebia IT Architects India Pvt Ltd and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP).

By accepting this offer of employment, you will be deemed to confirm that

- (i) Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) You are not restricted, prohibited, or constrained from accepting this offer of employment from Xebia IT Architects India Pvt Ltd and that you have not, during your previous employment/s signed any agreement/arrangement which in any way restricts/prohibits or debars you from accepting the offer made by Xebia IT Architects.
- (iii) That no amounts will be due and payable by you to your previous employer/s.
- (iv) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This is a confidential document hence you are requested not to disclose the contents of the same to anyone

You are required to join your employment on or before **October 22, 2024**. If you are unable to report on the above

Xebia IT Architects India Private Limited

Gurgaon Office:

Golf Course Extension Road
Gurugram - 122005, Haryana, India
Office: +91 124 470 0200/210

Bengaluru Office:

The Hive, L5, VR Bengaluru,
ITPL Main Road, Devasandra Industrial Estate
Mahadevapura, Bengaluru, Karnataka 560048
Office: +91 804662 2200

Pune Office:

Sky Belvedere, Ground floor,
Mhada Colony, Viman Nagar,
Pune, Maharashtra 411006
Office: +91 2040111473

date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at Xebia IT Architects India Pvt Ltd sole discretion.

We are confident that you will contribute to the values of the organization and wait to welcome you to the Xebia IT Architects India Pvt Ltd family.

Sincerely,

Ramesh Babu

Accepted by (Name) : Kamballa Devanandha

Signature :

Date :

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ANNEXURE 1: SUMMARY OF REMUNERATION, ENTITLEMENTS* AND OTHER BENEFITS

Compensation Details	Per Annum
Part A- Fixed Components	INR 455,000.00
1. Basic Salary	INR 250,000.00
2. House Rent Allowance	INR 125,000.00
3. Provident Fund (Employer Contributions)	INR 21,600.00
4. Flexi Pay ***	INR 58,400.00
Part B- Variable Components	INR 25,000.00
Annual Performance Variable Bonus	INR 25,000.00
Part C - Entitlements	INR 45,000.00
1. Mobile/Telephone & Internet	INR 30,000.00
2. Books & Periodicals	INR 10,000.00
3. Gift Vouchers	INR 5,000.00
Part D - Other Benefits	INR 20,059.00
1. Gratuity	INR 12,025.00
2. Premium against Insurance coverage (Group Personal Accident)	INR 166.00
3. Premium against Medical Insurance	INR 6,608.00
4. Premium Against Term Life Insurance	INR 1,260.00
Cost to Company (A+ B+ C)	INR 525,000.00
Total Cost to Company (A +B +C+D)	INR 545,059.00

*In accordance with reimbursement policy

**Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952

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Salary Components	Definitions
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1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. House Rent Allowance	Maximum 50% of Basic Salary per annum.
3. Provident Fund contribution by employer	12% of INR 15000 Per month is contributed to the Provident Fund by the Company. Apart from statutory contribution by employee, he/she can also make additional contributions if he/she wishes as per rules of the scheme.
4. Flexi Pay ***	The Flexi pay allows employees to choose a benefit basket that suits their needs. The elements are listed below.
4.1 Fuel & Maintenance expenses' reimbursement for employee-owned car.	<p>INR 21600 per annum can be claimed as reimbursement if the cubic capacity of the car used by the employee for mixed purposes (official and personal) is less than 1.6 liters.</p> <p>INR 28800 per annum can be claimed as reimbursement if the cubic capacity of the car used by the employee for mixed purposes (official and personal) is more than 1.6 liters.</p>
4.2 Food Card	Up to a value of INR 2200 Per month may be claimed.
4.3. Children Education Allowance	INR 1200 Per Child Per annum can be claimed for Maximum 2 children.
4.4 Leave Travel Allowance	Can be claimed up to 10% of basic salary.
4.5 Children Hostel Allowance	INR 3600 Per Child Per annum can be claimed for maximum 2 children.
4.6 Special Allowance	Remaining Flexi pay component shall be paid net of tax.

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Entitlements	Definitions
Internet Reimbursement	You shall be entitled to reimbursement of internet charges incurred for official purposes against valid original bills up to a maximum annual limit of INR 15,000 in accordance with the Company reimbursement policy
Telephone (including cell phone reimbursements)	You shall be entitled to reimbursement of telephone /Mobile expenses incurred for official purposes against valid original bills up to a maximum annual limit of INR 15,000 in accordance with the company reimbursement policy
Books & Periodicals	You shall be entitled to reimbursement of expenditure incurred on professional development by way of expenses incurred on books, periodicals, and journals up to a maximum limit of Rs. 10,000 in accordance with the reimbursement policy. All claims should be supported by original bills. The books purchased should be done as per policy defined.
Gift Vouchers Entitlement	You are entitled to get Gift Card/vouchers worth INR 5000 once in a year during Diwali

Other Benefits	Definitions
Gratuity	4.81% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years (within the meaning of Gratuity Act, 1972) of continuous service with the Company.
Premium against Insurance coverage (Group Personal Accident)	Premium against insurance coverage (Group Personal Accident) – You will be covered by group personal accident insurance in line with benefits provided by the Organization and you have no entitlement to insurance premium amount mentioned above.
Premium Against Medical Insurance	Premium against Medical insurance coverage- you and your family will be insured for base coverage of Rs 5,00,000. Family definition- you+spouse+2 dependents (children up to 30 years)
Premium Against Term Life Insurance	Group Term Life Insurance is a Life Insurance scheme in which a single contract covers an entire group of people considering simplified procedures at risk assessment.

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Annexure 2

Documents to be furnished at the time of joining

1. Relieving letter from most recent employer
2. Salary slips or Salary Certificate from most recent employer
3. Experience Certificate from all previous employers
4. Proof of Academic Qualification (Class 10th Equivalent and above):
 - (a) 10th Std Mark list
 - (b) 12th Std Mark list
 - (c) Undergraduate / Degree Mark list
 - (d) Undergraduate / Degree Certificate
 - (e) Post-Graduation Mark list (if any)
 - (f) Post-Graduation Degree certificate (if any)
 - (g) Other qualifications- mark lists and certificates (if any)
5. Passport (with ECNR stamp)
6. Proof of identity i.e., PAN card, driving license, Electoral card (for bank account opening purposes)
7. Photographs (3 copies)
8. Doctor's certificate stating 'Fit to Work'

Your income & investment declaration in the Form 12C. (non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from Xebia IT Architects)

You are required to submit the originals and self-attested copies of all the documents mentioned herein above on the date of joining Xebia IT Architects. The originals will be returned after verification.

*****Please note that this offer letter covers all the commitments made on behalf of Xebia IT Architects towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining Xebia IT Architects. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.***

You will be solely responsible to account for your remuneration and comply with all applicable tax laws in respect of your remuneration, except that where law requires the organization to deduct income tax and/or statutory levies, the organization will make such deduction and pay you the balance remuneration. The Company may withhold from any amounts payable under this Agreement such taxes as may be required to be withheld pursuant to any applicable law or regulation in India.

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