

Letter of Employment

Strictly Confidential

20th September 2021

Dear Kanchi Naga Vardhan Badugu,

Congratulations...!!

We are pleased to offer you an employment with Apps Associates (I) Pvt. Ltd. for the position of **"Associate Trainee"** at our Hyderabad office.

Your annual gross salary along with the break-up of salary is attached herewith as in **Annexure-A**.

Your employment with us will be governed by terms and conditions referred in **Annexure-B**.

The base location will be in Hyderabad and your employment confirmation will be subjected to successful completion of twelve (12) months training period from the date of joining.

Eligibility for Merit Increase: All associates joining on or before **September 30 of the current year** only will be eligible for the following years merit increase.

We welcome you to **Apps Global family** and look forward to a long and fruitful association.

Yours Sincerely,
For Apps Associates (I) Private Limited



Chandru Muthukkaruppan
Vice President – GDC Business Operations

Annexure - A
Salary Break up

Name	Kanchi Naga Vardhan Badugu	Emp Code	2207
Band	B	Grade	G1
Title	Associate - Trainee	Role	Associate - Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
	Guaranteed Pay			
1	Basic	40%	12,208	146,496
2	HRA		4,883	58,596
3	Special Allowance		13,429	161,148
A	Total Gross Pay (A)		30,520	366,240
4	Performance Linked Incentive*	5%		18,312
5	Company Performance Linked*	5%		18,312
B	Variable pay (B)	10 %		36,624
6	Provident fund			21,600
7	Insurance			18,500
8	Gratuity ##			7,043
C	Total Benefits (C)			47,143
D	CTC (A+B+C = D)			450,007

* Performance linked incentive: will vary depending upon your performance and will be paid at the end of the year from 2018-19 onwards

*Company Performance Linked: It is based on the company performance which is paid annually

Gratuity is subject to the rule as referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulations of the country and on the discretion of the management.

Annexure – B

General Terms and Conditions

1. Place of Work:

You will be based at Hyderabad, India and are required to work in any of our establishments within India as may be directed by the management from time to time and are liable to be transferred to any business practice, office or establishment, or deployed at client's location or any other location within India forming a part of Apps Associates. You may be required to travel to various Indian as well as overseas centers or any of our client locations for work assigned based on the business need.

2. Timings and Paid Holidays:

Standard working hours will be from 10:00 a.m. to 7:00 p.m. IST. Shift timings if applicable, will be intimated to you by the concerned Manager. General working days are 5 days a week starting from Monday to Friday. You will abide by the working hours, weekly offs and paid holidays of Apps Associates as per company policy, office or establishment where you are posted from time to time. If you are deployed at client place, your working days, timings and holidays will be applicable by our client policies which will be informed to you by the concerned Manager.

3. Probation:

Your employment will be subject to an initial probation period of one year from the date of joining. The management reserves the right to extend or reduce this period, if required, which is completely based on your performance.

4. Leave:

You are eligible to avail the leaves as per the company norms. The provision of maternity benefit will be applicable as per the revised Maternity Act 2017.

5. Provident Fund and Gratuity:

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

6. Health Insurance Plan: Group Health Insurance Scheme:

You will be covered under the Group Health Insurance Scheme. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

7. Confidential Information:

It will be your responsibility to ensure that any information pertaining to the Apps Associates operation shall remain confidential and should be safeguarded by you. It will be your sole responsibility to ensure that any information, data or any source code of software which is confidential and proprietary in nature will not be provided or disclosed to any third party.

8. Background Check:

Apps Associates, at its discretion will initiate background check prior to or after your expected joining date, to validate your identity, address, education, work experience's and criminal check by a third party. You will explicitly declare consent to the company conducting such background check. In this connection, you are required to furnish the documents. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you up to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you, and the company feels the need to further validate such facts, the company may by its sole discretion, request you for further information, to substantiate the details that you have earlier provided to the Company.

9. Inventions:

If you alone or jointly with any other Associate or employee's, acquire or devise any intellectual property including any patents, trademarks, inventions, discover process improvement or compile any data relating to any project, process, technique or method of any domain or technology, the same shall be deemed to have arisen out of and in the course of your employment and the same shall become the property of the company. If so required by the company, you will sign and execute all documents and papers to ensure the company's ownership for all such patents, inventions, trade and data.

10. Separation from employment:

a) Either party can terminate this employment by serving a notice period of minimum 30 days during the probation period and a notice period of 60 days' post completion of probation period.

b) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

c) Unauthorized absence or absence without permission from duty for a continuous period of five (5) days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

11. Penalty:

You shall be liable to serve the notice period mandated by the company, as per the company policy. In case of breach of the term, you will have to pay the differential amount of salary in lieu of serving the notice period.

12. Non-compete agreement:

On separation from Apps Associates, you will not approach / work with any of the Apps Associates clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from Apps Associates. In case of violation, Apps Associates will have the right to pursue legal recourse.

13. False Information:

In case information furnished by you either in your application for employment or during the selection process or after joining duty, is found to be incorrect / false, and/or it is found that you have suppressed any material information in respect to your qualification and past experiences, the company reserves the right to take an action which may lead to termination of your services anytime without notice or compensation in lieu thereof.

14. General:

- You will be responsible for the safe keeping and return in good condition of all company assets, including IT and Non-IT.
- You will keep us informed of any change in your residential address or civil status.
- You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
- Your employment shall be subject to company's rules and regulations in force now. The rules may be applicable to its modifications/amendments that may come into force from time to time.
- You will have to seek a written permission to carry on any business or enter for a part of your time in any capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization.
- Any notice required to be given to you shall be deemed to have been duly and properly given. Delivered to you personally or sent by post at your address in India as per the company records.
- It is also mentioned here that you will not directly join with the client on their rolls or on contract terms for employment during your tenure of employment with APPS ASSOCIATES and for 1 complete year after the separation.

15. Breach:

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure-B and I hereby accept and agree to abide by them:

Name in full :

Signature :

Date :

Place :