



17th September -2021

Mr. Jack Richards

43 B north street ranithottam aasaripallam
Road Nagercoil

Dear **Jack Richards**,

We are pleased to appoint you as '**Associate Engineer**' in **Career Band 'T'** with Attra InfoTech Private Limited ("the Company"). Your location of posting will be EC2 Gateway Campus Attra Infotech Silicon Town Electronic City II Bengaluru Karnataka 560100.

1. Your annual gross salary along with the break-up of salary is as per details contained in Annexure - A.
2. Your employment with us will be governed by the specific terms and conditions referred in Annexure - B.
3. You are required to join on **17-Sept-21**, and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
4. You are requested to report at **09:00 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 - C.
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. You shall be on probation for a period of six (6) months from the date of joining the Company. On completion of such time, based on performance, you would be considered confirmed.
7. Medclaim and Personal Accident Insurance will be extended to you and your family on you joining the company.
8. Gratuity Benefits would also accrue to you upon your completion of 5 continuous years of service.

ATTRA Infotech (P) Ltd.



9. You are required to sign the **Employment Agreement** upon joining.
10. Your employment will be subject to a background check in line with Attra's 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 be liable to disciplinary action including termination of service without notice.

Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return to M/s Attra InfoTech Private Limited ("the Company") located at AMR Tech Park-2, No. 23 & 24, Second Floor, Hongasandra, Hosur Main Road, Bangalore-560 068 by **17-Sept-21** (marking on the envelope "ACCEPTANCE OF OFFER"), as a token of your acceptance and mentioning the date of your joining the Company.

In case of further clarifications, please communicate with Mr. V Ravikrishnan (on *E-Mail*: ravikrishnan.venkataraman@attra.com.au)

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

For **Attra Infotech Private Limited**

A handwritten signature in blue ink, appearing to read "Ravikrishnan V".

Ravikrishnan V
Senior Vice President

Encl: Annexure – A (Salary Structure)
Annexure – B (Terms & Conditions of Employment)
Annexure – C (Check list)

ATTRA Infotech (P) Ltd.

ANNEXURE - A

Name: **Jack Richards**
 Designation: **Associate Engineer**
 Career Band: **T**

Description	Monthly Gross (INR)	Annual Gross (INR)
Basic Salary	15,000	180,000
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Flexible Benefit Package	2,230	26,756
Statutory Bonus	700	8,400
Provident Fund Employers Contribution	1,800	21,600
Sub Total	26,980	323,756
Mediclaime		15000
Personal Accident Insurance		1,295
Life Insurance Term Cover		1,295
Gratuity		8,654
Total Cost to Company		350,000

For **Attra Infotech Private Limited**



Ravikrishnan V
Senior Vice President

ATTRA Infotech (P) Ltd.

ANNEXURE - B

- 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 three months' notice. Similarly, the Company shall be entitled to terminate your employment at any time by giving you three months' notice

- i. Notwithstanding 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,, or upon you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients.
- j. Notwithstanding anything aforesaid, the termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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).

This is to certify that I have read this Agreement and all Annexure and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Jack Richards

ATTRA Infotech (P) Ltd.



ANNEXURE - C

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

- 1 copy - Educational Documents – 10th, 12th, UG/PG – all Semester Marks Sheets/Consolidated Marks Sheet and University Degree Certificate
- 8 Passport size photograph.
- 2 copies - PAN card (Mandatory)
- 2 copies – Passport (Mandatory, if not available passport application number)
- 1 copy – Aadhar card/Driving License/Voter ID Card.

Please carry all the originals for validation. It is mandatory to carry all the above documents

ATTRA Infotech (P) Ltd.