



September 14, 2021

Santhosh Balaji.P

10/36 Sasthiri 2Nd Cross Street,
Kaveri Nagar,
Saidapet,
Chennai-15

Dear **Santhosh Balaji.P**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **DevOps Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **DevOps Engineer 1** with Comcast India and you will be required to report to **Ilankumaran Neelamegam**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary Performance Bonus shall be **INR 530,000** (Rupees Five Lakhs Thirty Thousand only).

Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid

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Registered Office

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monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) Hours of Works:

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **September 16, 2021** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You having validly terminated any pre-existing employment before the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Comcast India;
- (b) You having executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (c) You agreeing to and passing a background investigation conducted by Comcast India. By signing this letter you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter you hereby authorize

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- (d) Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test. If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time-sensitive. This offer is made to you on the additional condition that you will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

Kannan Subramaniam
Senior Vice President & General Manager

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:

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COMCAST INDIA OFFER		
Name	Santhosh Balaji.P	
Comcast Title	DevOps Engineer 1	
Department	NGAN	
Hiring Manager	Ilankumaran Neelamegam	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	22,083	265,000
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	11,042	132,500
Leave Travel Allowance *	1,840	22,083
Special Allowance	9,201	110,417
Total Fixed Pay	44,167	530,000
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	26,500
Total Cash	44,167	556,500
Provident Fund **	2,650	31,800
Telephone Reimbursement	1,000	12,000
Cost to Company	47,817	600,300

Note:

- *Leave Travel Allowance is capped at 1 month of Basic
- **PF is contributed at 12% of Basic Salary (Employer's Contribution).
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).

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