



APPOINTMENT LETTER			
Reference	HR_02_F01	Ver. No.	1.0

02 August 2021

Ms. Vinoba S

No 1, Othavadi Street
Mamallapuram
Chengalpet - 603104

Sub: Letter of Appointment

Dear Ms. Vinoba,

We are pleased to confirm your appointment in Softura as per the terms stated in our offer.

Softura has set ambitious business targets and we are confident that with your rich experience and expertise you will be able to deliver high quality outputs and achieve these targets. With immense opportunities to learn and enhance your personal and professional growth, this will be an exciting journey for you.

Welcome to Softura and let's make this the beginning of a fruitful association.

Best Wishes,

**Ms. Bilahari
Balasubramanian
Chief People Officer
Softura Pvt Ltd**



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Ms. Vinoba S

No 1, Othavadi Street
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Dear **Ms. Vinoba,**

We are pleased to extend to you an offer of appointment, as **Software Engineer - Trainee** in Softura. You will be based out of our office in **Chennai**. We value your experience and the capabilities you bring to Softura's team. I am confident that this role in Softura will provide you with an outstanding opportunity to showcase your skills, develop your career further, and accomplish your professional goals.

The terms of our offer are:

1. As **Software Engineer - Trainee**, you agree to devote the whole of your professional time, attention and energy to the performance of these duties and not, directly or indirectly, to consult with, advice, work for or have any interest in any competing business or pursuit during this employment that creates a conflict of interest. Annexure A lists additional details, which will apply to your job role.
2. Your annual compensation will be **Rs. 3,50,000/- (Rupees Three lakh fifty thousand only)** that includes a Performance linked variable component of **Rs.50,000/- (Fifty thousand only)** that will be payable annually based on your performance.
3. Please note that tax will be deducted at source from your gross compensation above, in compliance with prevailing tax regulations. The compensation break-up applicable is listed in Annexure B. You are also expected to keep your salary details confidential at all times.



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4. Employment background verification check will be conducted. However, if the results of the reference check are found to be unsatisfactory, continuation of employment would not be possible.

Please confirm your acceptance of this offer by signing and returning the duplicate copy on the joining date. Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Welcome to Softura and we look forward to your contributions in growing the business.

Best wishes,

**Ms. Bilahari
Balasubramanian
Chief People Officer
Softura Pvt Ltd**

Acceptance of Employment Offer

I, **Ms. Vinoba S**, agree to accept the offer of employment on the terms and conditions stated in this Appointment letter.

I confirm that I have joined Softura on **02-August-2021**.

Signature :

Date :

Name : Ms. Vinoba S



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ANNEXURE - A

TERMS AND CONDITIONS OF EMPLOYMENT

BENEFITS

1. Provident Fund

INR 3,600/- will be deducted from the overall monthly CTC (equal share from the employer and employee).

2. Medical Benefits

As a part of your CTC, Medical expenses for self and family including spouse, children and dependent parents are reimbursable subject to a ceiling as indicated in Annexure B. Medical claims are to be supported with necessary documents/bills.

3. Medical Hospitalization Insurance

As a part of benefits administration, medical hospitalization coverage up to INR 3,00,000/- is provided covering the employee, spouse, up to two children and parents/ in-laws. In addition to this, Corona-Kavach Policy to cover Corona Related Expenses up to INR 2,00,000 is also provided for Employee Only. Please contact HR team for details of network hospitals and ailments covered for insurance.

4. Leave and Holidays

Please refer to our published holiday list for the year. Apart from the published holiday list, each employee is eligible for 12 days of Casual Leave and 12 days of Sick Leave, both prorated for the year, based on the date of joining. You are entitled to Privilege Leave (PL) after completion of one year of continuous service with Softura. PL credit would be one day per month, after completion of one year of continuous service with Softura. Please refer HR policy/ connect with HR team for further details.



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OTHER TERMS AND CONDITIONS:

1. You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices. Your employment shall comply with all rules, regulations and procedures of the Company. During the period of your employment with the Company you will not carry on any business or offer your services for any part of your time or be employed in any other company or person or on your own. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company.
2. You can be posted at any of the various divisions of Softura (the Company) /branches /subsidiaries /affiliates /associates /sister-concerns, including customer offices either domestic or overseas. You will abide by the company's rule and regulations as may be in effect from time to time with respect to your function, grade or location where you work in.
3. Softura believes in hiring the best talent. To ensure that your competence is on par with the trending technology requirements and meeting customer expectations, the company is investing time and efforts in training and developing your skills and capabilities. You are expected to remain in employment with Softura for a minimum period of 24 months to ensure you contribute to the performance of the company. Costs incurred by the organization for your training and development as also any support towards certifications will be recovered if you decide to leave the company within 24 months from the date of completion of such training and certification.
4. You will be on probation for a period of six months from the date of joining the services of the Company. If necessary and at the discretion of Softura, the probation period may be extended by a further period of three months. You will be confirmed for employment upon successful completion of your duties and responsibilities. You will be periodically evaluated during your probation period. If the assessment scores are not satisfactory, immediate separation will be effected. During probation, you can give notice of separation of employment, subject to ninety days notice in writing.



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5. For separation with no cause, you are required to give notice of separation of employment at any time in writing, subject to ninety days' notice. You shall fully co-operate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company, failing which the company at its sole discretion has the right to extend your notice period as required. It is further clarified that the company reserves the right to determine your release date and last working day which can be earlier than the stated notice period and in such cases salary will be payable only until the release date and not for the full notice period.
6. Separation for Cause: At any time, by notice to you specifying the reason for termination, the Company may terminate your employment for cause. Termination for "cause" means the failure on your part to properly carry out your duties after notice by the Company of the failure to do so and an opportunity for you to correct the same within a reasonable time from the date of receipt of such notice, conviction for theft, fraud or another serious crime by a court of competent jurisdiction, or dishonesty or gross, willful and persistent misconduct by you involving the property, business or affairs of the Company or the carrying out of your duties. Notice period is not applicable for separation for cause.
7. During your employment, you shall not directly or indirectly solicit away any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company. You shall not divulge any confidential information of, or violate any agreement with, your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge.
8. During the period of your employment and for a period of two (2) years following the termination of your employment for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company), or provide any software engineering, consulting or programming services to, the customers or end-users of customers of the Company for which you provide services or were associated prior to your termination, nor directly or indirectly solicit the services of (or



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otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment with the Company.

9. Softura has a code of conduct, confidentiality, and non-disclosure agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms on joining the company. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a court of law and only so far as is necessary, to comply with it.
10. Any product created, service rendered during the course of your employment, include but not limited to any intellectual property in relation thereto will be for and on behalf of the Company shall solely and exclusively belong to the Company. If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.
11. You will be responsible for the safekeeping and return in good condition or order of all of the Company's properties, which may be in your use, custody, care of or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.
12. You are required to stay at least for a period of twelve months from the time you return from any overseas training, technology/knowledge transfer assignment, failing which you will be liable to pay back all the expenses incurred by the company on you, not limited to the travel fare, insurance cost, per diem cost and any other cost incurred.
13. The age of retirement will be on attainment of Sixty years (last day of your fifty-ninth



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birthday. For this purpose, the date of birth as declared in the application form/records

submitted as proof of birth date will be treated as final). However, the management at its discretion may extend this age, in individual cases.

14. Notwithstanding anything herein contained, any breach of any of the above clauses or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice.
15. All Employees will be governed by the general establishment rules of the Company, which is in force from time to time.



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ANNEXURE – B

Compensation Break Up

Name : Ms. Vinoba S

Designation : Software Engineer - Trainee

Component	Per Annum (INR)	Per Month (INR)
Basic	1,35,000	11,250
House Rent Allowance	67,500	5,625
Conveyance Allowance	19,200	1,600
Communication Allowance	12,000	1,000
Lunch Allowance	9,600	800
Medical Allowance	15,000	1,250
PF Employer Contribution	21,600	1,800
Leave Travel Allowance (LTA)	11,250	938
Special Allowance	8,850	737
Total Fixed (A)	3,00,000	25,000
Performance Linked Variable Component payable annually - B	50,000	NA
Total ACTC (A+B)	3,50,000	NA

Ms. Bilahari Balasubramanian
Chief People Officer
Softura Pvt Ltd

Employee's Signature