

Date: 25 Jan, 2020

## OFFER LETTER

Dear S.Lavanya,

We are pleased to appoint you for the position of **Business Associate**. We extend this offer, and the opportunity it represents, with great confidence in your skills and abilities. You are expected to join our Company on or before **3 Feb, 2020**.

Your roles and responsibilities will be discussed with you by your Reporting Manager once you are on board. Your employment with us will be governed by policies (referred in the Company Policy Handbook).

The following are the terms and conditions of our Company M/s Aliens Developers Private Limited.

**Compensation and Benefits:** Your Annual Cost To Company will be **INR 2,40,000/-** (Two Lakhs Forty Thousand Only) Which is inclusive of fixed component of **INR 2,10,000/-** (Rupees Two Lakhs Ten Thousand Only) and performance-linked uncapped incentives (variable component) of **INR 30,000/-** (Thirty Thousand Only). The compensation details are strictly confidential between the Company and yourself and it shall be maintained at all times. The details of the remuneration package are provided in the Annexure (attached).

**Place of Posting:** Your place of posting will be at Hyderabad. However, during employment with the Company, the Company reserves the right to post you/transfer you to any of the offices/projects/divisions/departments/units/Associates' Offices of the Company existing or to be set at any other location in India or abroad.

**Probation and Confirmation:** You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the Company or by you by giving thirty (30) days prior to notice period and without the need to provide a reason. On completion of probation period, you will be deemed to be confirmed in the services of the Company, unless otherwise intimated.

**Increment and Career Progression:** Increments are not automatic but any increase in your compensation and future prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors including your performance, potential for next role and Company's performance.

**Recovery:** In the event of separation from services of the company (separation can also include termination on performance grounds), within 12 months of joining, the Company has the right to recover the amount if paid to you in the form of notice period buy-out/relocation reimbursement/joining bonus or any other expenses incurred which are not part of the compensation structure.

**Termination:** On confirmation of your employment, either party shall give 60 days' notice in writing or salary in lieu thereof to the other for termination of this employment. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the period. Payment of salary in lieu of notice on termination is at the sole discretion of the Management.

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the Company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or

- possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the Company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the Company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
  - You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
  - You will forthwith inform the Company of any change in your residential address.
  - You will observe work timings as applicable to your location and place of work in compliance with the policies.
  - Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

### Other Terms & Conditions

- You will be entitled to leave in accordance with the Company policy.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- During the period of your employment with us, if you achieve any invention, process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- Your appointment is subject to submission of your credentials i.e. marks sheets, certificates, experience letter(s), Id/address proof etc. and background verification clearance.

We welcome you onboard and wish you all the success in your career with us. We look forward to your contributions in taking the Company ahead and an exciting work relationship.

For Aliens Developers Private Limited,



Avinash Upadhyay  
Head – Human Resources

### Declaration and Offer Acceptance

I hereby warrant and confirm that I am not prevented by previous employment terms and conditions, or in any other way, from entering into employment with the Company or performing any of the duties of employment referred to above. I hereby, accept the terms & conditions of the employment offered in totality.

Signature *[Signature]*  
Name: *S. Cavanya*

Note: Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law. If you have any questions, please contact HR department.

Salary Annexure

| Salary Details                 |                |               |
|--------------------------------|----------------|---------------|
| Annual Cost to Company         | ₹ 20,000       | ₹ 240,000     |
| <b>Part A</b>                  |                |               |
| <b>Components</b>              | <b>Monthly</b> | <b>Yearly</b> |
| Basic Salary                   | ₹ 6,491        | ₹ 77,892      |
| HRA                            | ₹ 3,895        | ₹ 46,740      |
| Bonus                          | ₹ 541          | ₹ 6,492       |
| Washing Allowance              | ₹ 974          | ₹ 11,688      |
| Attendance Allowance           | ₹ 4,326        | ₹ 51,912      |
| <b>Gross Salary</b>            | ₹ 16,227       | ₹ 194,724     |
| Employee Contribution of PF    | ₹ 779          | ₹ 9,347       |
| Employee Contribution of ESI   | ₹ 114          | ₹ 1,368       |
| <b>Net Salary</b>              | ₹ 15,334       | ₹ 184,009     |
| Employer Contribution of PF    | ₹ 779          | ₹ 9,348       |
| Employer Contribution of ESI   | ₹ 494          | ₹ 5,928       |
| <b>Total Fixed Component</b>   | ₹ 17,500       | ₹ 210,000     |
| <b>Part B</b>                  |                |               |
| Variable Component             |                | ₹ 30,000      |
| (Payable on performance basis) |                |               |

Accepted.

Signature *[Signature]*  
Name: S. Cavanay  
Date: 27-01-2020

End of Annexure.