

URS Systems,
#243 PMR Tower, 1st Floor
Bertanagrahara, EC (PO),
Hosur Main Road,
Bangalore - 560100, India
T: +91 8025743022

URS SYSTEMS

July 06, 2015

Nang Onka

HR Trainee Offer Letter

Dear Nang Onka,

We are pleased to inform you that you have been selected as **HR Trainee** in URS Systems Pvt. Ltd. and you will be placed in TCG on the following terms and conditions.

- Your training will be at Bangalore. However you may be transferred anywhere in India, if required.
- The training will be for a period of three months from the date of your joining. On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.
- During your period of affiliation with our facility, you are required to perform services as directed by your reporting manager.

STIPEND

You will be paid a stipend of INR 7000.00(INR Seven Thousand only) per month during the period of your training.

LEAVE

You will be eligible for one paid leave per month.

RULES AND REGULATIONS

- You will be governed by the terms and conditions of the Company.
- If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or **more** terms of this letter, your services may be terminated immediately without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Hampson

URS Systems,
#243 PMR Tower, 1st Floor
Bertanagrahara, EC (PO),
Hosur Main Road,
Bangalore - 560100, India
T: +91 8025743022

URS SYSTEMS

- During this period your services can be terminated with fifteen days' notice on either side and without any reasons whatsoever.
- Absence for a continuous period of three days without prior approval of your superior, would considered you as "Abscond" and lead appropriate action against you.
- During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration. in cash or in kind or otherwise, without the prior written permission of the Company.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

for URS Systems Private Limited,



Shweta B
Director HR/Talent Acquisition



30th May, 2015

Poornima.M.S
#12, KNO-83,
Thalaghattapura,
Ganigarapalya,
Bangalore-560062

Reg.: Appointment letter

Dear Poornima

This has reference to the interview we had with you for the position of **Brand Advisor** in our organization.

We are pleased to inform you that you have been selected against this vacancy. Your gross salary has been fixed as detailed below.

Please also note that as per the employment terms of the company; you will be on probation for a period of three months from the date of joining. Your services may be terminated any time without notice during probation. Your services may be confirmed based on your performance and once confirmed your notice period will be one month or equivalent salary in lieu of the same.

The breakup of your salary is as follows with effective from date of joining.

| Salary Head | Amount (Rs.)/PM |
|-----------------------------------|-----------------|
| Basic Salary | 10000.00 |
| House Rent Allowance (HRA) | 2950.00 |
| Conveyance Allowance | 800.00 |
| Medical Allowance | 1250.00 |
| Gross Monthly Salary | 15000.00 |
| Incentives (Refer the last sheet) | |
| Business Conveyance | At actual |

Other terms and conditions will be as per the company rules and regulation in force from time to time. Please refer to the Annexure A for the details of code of conduct of employment.

Vision Associates

#456/c, 14th Main, 9th Cross, 2nd Phase, J.P Nagar, Bangalore-560078 India.
Email:jpnagar@ezeid.com Phone: 080-26580332

Ref No : 8245812

October 07, 2015

PUNEETH J.C



Dear PUNEETH,

In continuation to our discussions, we are pleased to offer you the role of **Process Executive - Data** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

You are entitled to an Annual Total Compensation (ATC) of **Rs.140,016**. This includes an annual incentive indication of **Rs.12,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records. Your place of posting will be Bangalore.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **October 9, 2015**. At the time of joining, please submit the following documents:

- Photocopy of your certificates and mark sheets in support of your educational qualifications (10th onwards)
- Photocopy of your passport. Please ensure that you possess a valid Indian passport at the time of joining
- Ten passport size color photographs
- Permanent Account Number (PAN) along with the original card
- Duly signed acknowledged copy of the offer letter

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note :

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

For Cognizant Technology Solutions India Private Limited

Sriram V Rajagopal
VP - Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions

Signature :

Date:

Annexure A

Name: PUNEETH J.C

Designation: Process Executive - Data

| Sl.No. | Description | Monthly | Annual |
|--------|---|---------|----------------|
| 1 | Basic | 6,500 | 78,000 |
| 2 | Special Allowance* | 2,155 | 25,860 |
| 3 | Conveyance Allowance* | 800 | 9,600 |
| 4 | Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions | 433 | 5,196 |
| 5 | Company's contribution of PF # | 780 | 9,360 |
| 6 | Incentive Indication (per annum)** | | 12,000 |
| | Annual Total Compensation (ATC) | | 140,016 |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 13,000 |
| | Annual Total Remuneration (ATR) | | 153,016 |

As an associate you are also entitled to the following additional benefits :

- Floating Medical Insurance Coverage of Rs. 250,000 per annum for self and maximum of 3 non-earning dependents
- Round the Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

PF is contributed at 12% of your basic subject to a minimum of Rs.780 per month. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

Private & Confidential

Date

20/07/15

#245 HADIA PF
CHINTAMANI (T),
CHIKKABALLAPUR (Dist)
-563123

APPOINTMENT LETTER

Dear RAGHAVENDR K

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of < Practitioner > in Band < 3 >. Your designation may be changed at the discretion of the Company depending on the work assigned to you.

1.2 Your initial place of work shall be < MSP Bangalore >

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role.

Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from < 24/07/15 > (dd/mm/yy) or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on < 23-11-2015 > (dd/mm/yy) failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at < 988679939 > to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to < Manthan V > or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

Raghu
Signature of Candidate

CNX/REC/ART/AGHR/APL/3.0

Concentrix Daksh Services India Private Limited

(Formerly known as IBM Daksh Business Process Services Private Limited)

Registered Office: Unit # 101, Westend Mall, 1st Floor, 3rd Level, Main Najafgarh Road, District Centre, Janakpuri, New Delhi - 110058

Corporate Identity Number: U72200DL1999PTC102972

Phone: 91-124-4635100 Fax: 91-124-4263311

Email: info.india@concentrix.com Website: www.concentrix.com



Appointment Letter

Mr. Nallagatla Yugesh
S/o. Sriramulu. N
4-27 Kamapalle, Muthukuru Post, Paluru
Chittoor
Andhra Pradesh

July 30, 2015

ECODE: - 39396

Dear. Mr. Nallagatla Yugesh,

“Congratulations” we are excited to appoint you as **Executive – Client Acquisition** effective from **July 28, 2015** with us. Your initial place of posting shall be **Bengaluru/Banashankari**.

Terms and condition of Employment Agreement:

1. Compensation

The compensation shall be **Rs17500. /- p.m.** which includes agreed monetary values of perquisites. The details and break-up of salary in terms of compensation and benefits will be as per Annexure to this letter. Income tax where applicable will be deducted at source from your monthly compensation as per the government rules and regulations. You are required to provide statement of income till date for this financial year, as well as proof of tax saving for the current financial year. Please note that the company will not be liable for any misrepresentation in your declaration of your income prior to joining the company.

2. Probation period

You will be on probation for 6 months from the date of joining, on the completion of which your services will deemed to be confirmed. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

3. Leave

You will be entitled to Festivals & National Holidays and leaves as per the policy of the company. For the purposes of the leave the Calendar year is followed.

All leaves should be applied in advance and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the exigency of work.

4. Transfer

During the course of employment in Company, as per business requirements you shall be liable to be transferred at the discretion of the management from one work, location, department, section or job to another, in which case your designation could also be suitably changed. Your services can also be transferred to any other offices in India in the larger interest of the company, at the sole discretion of the management. In such situations your terms of appointment shall remain unchanged.

5. Medical examination

The company shall have the right to require you to be examined by a doctor of the company's choice, at the company expense, and you are required to cooperate fully.

6. Ownership of work

The ownership of any rights to any works by the employee during the terms of employment shall lie with the Company.

7. Notice Period

If you wish to Resign you are required to serve at least 15 days notice or payment in lieu there off.

Please note if you leave the services of the organization without submitting the resignation; you shall be treated absconding and loose the lieu on the job; in such a case the employer shall not be liable to issue you the experience certificate.

8. Termination

During probation period, your services can be terminated, without notice and assigning any reason, if your services are not found satisfactory. After confirmation of your employment, notice of termination of employment will be 15 days or 15 day's salary in lieu of notice from either party. Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice and compensation in any of the following events:

- i) if you are in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties
- ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;



iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies;

You would also be liable to be removed from the services at any time without any notice and compensation, in case, if any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed.

9. Rules, Regulation and Confidentiality

You will not, without the previous written consent of the Company become interested or engaged directly or indirectly, in any trade, business and occupation. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press (including magazine publication) relating to the Company service's or to any matter with which the company may be concerned, unless you have obtained permission from the company.

You will not own, manage, operate, control, participate in, or be connected in any manner with the ownership, control, management or operation as an individual or as partner, joint venture, director, shareholder of a company or entity, of any business which directly competes with the present business of the company or such other business activity in which the company may substantially engage during the term of the services. You must not directly or indirectly either during employment or for a period of 12 months after separation thereof, solicit, or try to entice away from the company any person or business at any time in 12 months before separation that you may have dealt with or was a potential client of the company.

During the course of your employment here with us, you will frequently have access to certain vital business information, trade secrets proprietary information, customer related information that are confidential in nature. It is expressly understood and clear that you shall not divulge or part with any such information to anyone other than those dealing with such matters in the company nor will you reveal it to anyone even after your leaving the services of the company.

10. Code of Conduct:

During the course of your employment with the Company, you shall be required, to abide by the TRAI's guidelines on NDNC. It shall be noted that during the term of your employment with the Company, under any circumstances you will send sms or make calls only to non-NDNC numbers. Violation of guidelines will be treated as a breach of code of conduct and without prejudice strict action will be taken by the company.

11. Dispute Resolution

In case of any dispute or difference in respect of interpretation of the terms & conditions of this agreement, both the parties shall resolve the same amicably through discussions by the duly appointed representatives. However, any dispute having not resolved shall be referred to the sole arbitration by a person duly nominated by the company as an arbitrator, whose decision shall be final and binding on both the parties. The arbitration shall be at Delhi and proceedings shall be in English.

12. Governing Law & Jurisdiction

This Agreement is governed by and shall be constructed in accordance with the laws of India. With regard to any claim or matter arising under this Employment Agreement, the Courts of Delhi will have exclusive jurisdiction to decide such claim or matter.

13. Amendments

The company reserves all rights to change any rules, regulations as it deems fit from time to time and you will be governed by the rules which are in force and as may be added, amended or introduced.

We take pleasure in welcoming you to our company and hope will find individual and professional satisfaction in your association with us.

If you find that the terms are favorable, please indicate your acceptance within seven (7) days from the date of this letter. This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.

Sincerely

Chanchal Singh
Human Resources

I have read and understood and hereby accept the terms and conditions of my appointment with the company

Signed: _____

Name: _____

Date: _____



Annexure A
Compensation Break-up

| | | |
|--------------------------|---|---------------------------------------|
| Name | : | Mr. Nallagatla Yugesh |
| Designation | : | Executive – Client Acquisition |
| Total compensation | : | Rs 17500/- per month |
| Break-up of compensation | | |
| Basic | : | Rs 15010/- per month |
| HRA | : | Rs 890/- per month |
| TA | : | Rs 1600/- per month |

Please note that the above mentioned salary is inclusive of the deductions as per statutory requirements.



skillZxchange India

June 30th 2015

Mr. Deepak.C.
#20, Sri Sai Nilaya, 5th cross, Spoorthi Nagar,
Opp to Supreme leather garments,
Yelachenahalli, Bangalore-560078

Dear Deepak,

We are delighted to offer you a position with skillZxchange India Private Limited in line with our discussions over the last few weeks.

- Your designation will be Assistant Manager, Operations.
- You will be based out of Bengaluru with domestic travel requirements and relocation to other locations as per the requirements of the business.
- As part of this role your responsibilities include, but are not restricted to,
 - a. Managing the operations activities for a geography including sourcing and managing delivery staff
 - b. Managing a team of Advisors and other junior resources across locations.
 - c. Developing and maintaining relationships with external stakeholders for business development and operations related requirements
 - d. Assisting the senior management in developing strategies for long term growth and creating new business lines.
 - e. Hiring junior resources across different functions and locations as per the requirements of the business
- You will report to the Associate Vice President, Operations.
- Your Gross CTC to the company will be Rs 1.92 lakhs per annum (Fixed Component).
- You will be eligible for variable pay based on your performance and in line with the company policies. All travel, mobile, internet and other expenses incurred by you for carrying out the business objectives will be reimbursed to you on a monthly basis. You will get a laptop and internet data card to carry out your responsibilities which will be returned to the firm when you move on from the company.

You will be on a probation of six months and during this time the firm or yourself can give a notice of 1 month before moving on. After the completion of the probationary period, you will need to serve a notice period of two months before the firm is able to relieve you of your responsibilities when you decide to move on. Your role and compensation will be reviewed after the completion of six months by the management based on your performance during the probation period.

Work Timings and Annual Leave:

Our offices work between 09:30 AM and 06:30 PM for six days in a week (Monday through Saturday). Second Saturdays and Sundays of the month will be holidays. The office will be closed for 10 days in a year covering important festivals and public holidays (mandated by the Government of India/ Government of Karnataka). You will be entitled to 8 days of Casual Leave and 8 days of Paid Leave in a financial year.

This is a provisional offer letter and you will be issued a joining letter upon you formally resuming your official duties from 1st July 2015.

Best Regards,

Dipra Mukhopadhyay
CEO

skillZxchnage India P. Ltd. Registered Office: F 301/A Ground Floor, Lado Sarai, New Delhi
110029 Ph: +91-11-41416161 Email: info@skillzchnage.com
Website: www.skillzexchange.com

Ref No: 7966735



19 Aug 2015

Diwakar P
J P Nagar

Dear Diwakar,

With reference to the discussions that we had with you, we are pleased to offer you the role of **PE - Accounts** in **Cognizant Global Services Private Limited ("Cognizant")**. Your place of posting will be Bangalore.

Your Annual Total Compensation (ATC) will be **Rs.180,000**. This includes an annual incentive indication of **Rs.12,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **21 Aug 2015**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

For Cognizant Global Services Private Limited

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Diwakar P

Designation: PE - Accounts

| S.No. | Description | Monthly | Annual |
|-------|---|---------|----------------|
| 1 | Basic | 6,500 | 78,000 |
| 2 | Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions | 591 | 7,092 |
| 3 | Company's contribution of PF # | 780 | 9,360 |
| 4 | Conveyance Allowance* | 800 | 9,600 |
| 5 | Incentive Indication (per annum)** | | 12,000 |
| 6 | Medical Allowance* | 1,250 | 15,000 |
| 7 | Special Allowance* | 4,079 | 48,948 |
| | Annual Total Compensation (ATC) | | 180,000 |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 13,000 |
| | Annual Total Remuneration (ATR) | | 193,000 |

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs.250,000 per annum for self and maximum of 3 non-earning dependents.
- Round the Clock Personal Accident & Life Insurance coverage.
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act.

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

*** Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**** Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

Kou-Chan Knowledge Convergence Pvt Ltd.

A Business Process Outsourcing Company

205, Brigade Gardens, No. 19, Church Street, Bangalore – 560001 Tel: +91-80-41122580 / 581; 9036030494

Date: 03-10-2015

KCKC/ OCT/2015/40179

Ms. Hima Bindu C
D/o Kumarswamy Naidu
DOB: 25-02-1992
Bangalore
Mobile: 9844800134
Email: bindunaidu22592@gmail.com

DEPUTATION LETTER

Dear **Ms. Hima Bindu**,

Further to of letter of offer, we are pleased to advise you that your services are being deputed, for the work through TATA TELESERVICES LTD, BANGALORE, (Hereafter referred as 'the organisation') with effect from **12-10-2015**

The terms and conditions of your deputation are follows:

1. You will, with effect from **12-10-2015**(Or such other date as may be advised) on deputation to work for our client as per the rules. You need to report at client office.
2. During the tenure of the deputation, you will continue to be an employee of Kou-Chan, at the client place you report to Manager HR office of client office and HR department of Kou-Chan. On all working Saturdays you will attend at Kou-Chan Head office.
3. In the day to day functioning or carrying out all responsibilities, you may receive instructions from the said organisation and you have to abide by any suggestions, given by any assigned person(s). You may have to undergo any job specific training to be given by the said organisation. You have to take care of below mentioned principal job responsibilities as per the annexure.
4. You shall be bound to follow the applicable administrative rules of the said organisation while put on deputation.
5. You shall take care not to disclose to anyone outside the said organisation the confidential information/trade secrets that you may come across in the course of discharge of your responsibilities.
6. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the said organisation. This arrangement is purely a contractual agreement between Kou-Chan and the said organisation for the time specified.
7. You shall not engage in any acts of indiscipline or questionable actions in the course of your performance of duties in the said organisation or outside. If you were at any time found indulging in such act/s, we reserve the rights to initiate stringent disciplinary action as is deemed fit and proper, against you.
8. You shall be responsible for protecting the property of the said organisation entrusted to you in the due discharge of your duties and shall indemnify for the loss or damage to the said property due to your action or omission.

All other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and accept the contents of this letter.

Yours truly,

L.V. Bilgi
L V Bilgi
Director



KCKC/ OCT/2015/40179

Date: 03-10-2015

Ms. Hima Bindu C
D/o Kumarswamy Naidu
DOB: 25-02-1992
Bangalore
Mobile: 9844800134
Email: bindunaidu22592@gmail.com

Letter Of Offer

Dear Ms. Hima,

We refer to your application and further to the interview we had with you, we are pleased to offer the post of **Executive HR** with effect from **12-10-2015**.

1. Your appointment will be effective on your accepting the terms and conditions of the appointment and from the actual date of joining the duties. Please fill up the KYE form and submit all the documents as required. This is all subject to the satisfactory report on reference verification.
2. Your particulars of remuneration and principal job responsibilities. **AS PER THE ANNEXURE.**
3. You will be governed by the administrative rules and regulations of the company, which will be communicated to you separately. Your earnings are as per the annexure.
4. As informed to you, your posting will be at Bangalore. You are liable to be transferred in such capacity as the company may determine from time to time to any other location, at its sole discretion.
5. You will be on probation for a period of 6 months from the date of your joining. And after satisfactory probation period you will be confirmed provided your services are satisfactory. We may extend the probation period, if the service are not up to the satisfaction.
6. Your appointment is *whole time employment* with the company and you will devote yourself exclusively to the business of the company and should not indulge in any other activity without the written permission of the company.
7. You will not without the written consent of the company discuss, disclose or divulge or make public any information regarding the company or its customers, except on legal obligations.
8. If any information given or furnished by you to the company found to be false, wilfully suppressed or incorrect, wrong in such case you are liable to be removed without any notice.
9. This contract of employment is terminable by either party giving one-month notice or one month basic pay. However during the probation of 6 months, a notice of 7 days and a notice of 30 days after confirmation is required to be given or equivalent of basic amount. In case you remain absent for a period of 8 days without any prior permission, you lose lieu over employment and stand terminated from services. On all Saturdays, you need to perform your duties from Kou-Chan Head office.

We believe in open and transparent way of working. We also believe professional way of dealing the things and we are sure you will enjoy the challenges of the job.

In case the above terms are acceptable to you, kindly sign the duplicate of this letter as a token of acceptance.

Thanking you and wish you all the best.

Yours Faithfully

For Kou-Chan Technologies Pvt Ltd


L V Bilgi
Director



I here by accept the above mentioned terms and conditions

Signature:

Date:

Kou-Chan Knowledge Convergence Pvt Ltd.

A Business Process Outsourcing Company

205, Brigade Gardens, No. 19, Church Street, Bangalore – 560001 Tel: +91-80-41122580 / 581; 9036030494

| Emp.No-40179 /SI.No-32 | | ANNEXURE TO APPOINTMENT LETTER | |
|---|--|---------------------------------------|---------------|
| Name: MS: HIMA BINDU C | | KOUCHAN KNOWLEDGE CONVERGENCE PVT LTD | |
| Designation: HR EXECUTIVE | | Location: Bangalore | |
| Date of Joining: 12-10-2015 | | | |
| | | Cost to the Company (in Rs.) | |
| PARTICULARS | | MONTHLY | YEARLY |
| BASIC | | 12700 | 152400 |
| VDA | | 2306 | 27672 |
| Gross Amount | | 15006 | 180072 |
| Insurance Fee | | 220 | 2640 |
| CTC (Cost to the Company) | | 15226 | 182712 |
| Net Take Home (Gross Amount-Total Deduction) | | 15006 | 180072 |

- Note:
1. User ID and password will be mailed to your e-mail after processing the salary.
 2. You are covered under personal Accident Insurance for Rs. 6 Lakhs as per the policy.
 3. You are covered under appropriate Medclaim Insurance as per the policy.
 4. You will be provided company Mobile for office work.



L V Bilgi
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Director