

Ref No: ICRDS/IHR/TVS024-176

04-July-2024

Mayuri Chidanand Khot
Belgaum
Karnataka

Offer cum Appointment Letter

Dear **Mayuri Chidanand Khot**,

We are pleased to offer you employment in our organization as **Software Engineer** with the following terms and conditions:

- 1) You will join us on or before **08 July 2024**.
- 2) You will be based at **INDIA-BENGALURU**. You are however, liable to be transferred to any of our establishments in India, transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
- 3) Your fixed annual Compensation will be **Rs. 6,98,400**. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
- 4) You will also be covered by Provident Fund, Medical Insurance for self, spouse, two children and other schemes of the company as & when applicable to your category that are in force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.
- 5) This employment offer is subject to immediate acceptance. If the company does not receive any confirmation from you within **48** hours, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
- 6) You will be required to give **60** days' notice to terminate this appointment. The last working day would be decided at the sole discretion of the Management. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other cases, the Company will have the right to terminate the services by giving **30** days' notice.
- 7) You will be required to adhere to either a fulltime work from office arrangement, or a hybrid structure which will be solely our client's discretion. You are also required to visit the IntelliCredence office as per business requirements, which will be communicated in advance & subject to amendment.
- 8) All employees would work as per client's time schedule. While it is mandatory that all employees work for a given 8-hour shift, it may be required, times, that they put in additional hours, based on the exigency.

- 9) You'll be under probation for six months after which your performance will be evaluated basis on the client's expectations & deliverables communicated during the period. You are not permitted for any long leave during this period. In the occasion of any misconduct or behavioral concerns highlighted by the client, the Company will have the right to take disciplinary action.
- 10) You agree that all/any unplanned/unauthorized leave (for 3 (three) or more consecutive working days without prior intimation will be deemed as "Abandonment of Services" (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.
- 11) During your employment with the Company, you will be exposed to confidential information regarding the Company, our clients, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) operations, know-how, secrets etc. that you may come to acquire as an employee of the company.
- 12) The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time.
- 13) You shall maintain and protect the assets, properties, facilities, software and hardware, if and when provided by the Company or Client for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.
- 14) You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.
- 15) During your deployment at the client location, any concerns arising at the workplace, excluding work assigned, shall be immediately discussed with the IntelliCredence HR or Management & not with any other party (internal/external) under any circumstances.
- 16) You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.
- 17) Any revisions of your compensation package, promotion, progression, re-designation and your continued employment with the Company are all at the Company's sole discretion and will be based on Company's requirements and your performance.
- 18) During the term of this assignment and for two years thereafter, you shall not, either directly or indirectly solicit any part time or full-time engagement either as staff or as consultant with any of the clients of IntelliCredence Pvt. Ltd. or its joint venture/associates. If found associated, your work experience with us will be considered null & void.
- 19) The components of this offer, pertaining to designation, duties & compensation shall not be disclosed amongst any of the internal or external associates/stakeholders.
- 20) The above conditions will not be modified in whole or in part except through a written declaration signed by the Management of IntelliCredence Pvt. Ltd.

Salary Annexure

Designation	Software Engineer	
Effective	July 8 th 2024	
Notice Period	60 days	
Pay Components	Monthly (INR)	Annual (INR)
Basic (Inclusive of D.A.)	30,000	3,60,000
House Rent Allowance	12,000	1,44,000
Special Allowance	14,400	1,72,800
Provident Fund (Employer)	1800	21,600
Remuneration	58,200	6,98,400

By signing this letter you shall be deemed to have agreed to conduct the background check verification, if applicable. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment.

We welcome you to the IntelliCredence family and look forward to a long and happy association. You are requested to sign your full name on this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,
For IntelliCredence Pvt. Ltd.,



Avijeet Mohapatra
Head- HR & Talent Acquisition



Accepted & Acknowledged by:

Date: