

HR/Appointment Letter / November-2024

Date :01 Jul 2024

**Dear Ajith Kumar E**

No 209,

Thiruvalluvar street, Kanthapalayam,

Kalasapakkam,

Thiruvannamalai 606901

**Sub: Appointment Letter**

This is with reference to your application and subsequent interviews you have had with Xtract.io Technology Solutions Pvt Ltd. You have successfully completed our initial selection process and we are pleased to appoint you as **Senior Software Engineer** in its **ProMobius** function based at **Chennai**.

This offer is based on your profile, relevant work experience and performance during the selection process. We are confident that you will enjoy your role and make a significant contribution to the success of our business.

## **1. Compensation**

The agreed CTC is **4,56,000.00** /- per annum. The detailed Compensation package would be as in Annexure 1.

All remuneration payable to you will be subject to Income Tax deduction at source wherever applicable and to any other statutory deductions that may be applicable. However the structure of your compensation plan may be altered / changed from time in line with the compensation policy and practices of the company.

## **2. Date of Appointment**

We would like you to begin employment with us on or before 01 Jul 2024 to our office - **Prince Kushal Towers, Mount Road, Anna Salai, Chennai-600002** office.

**Xtract.io Technology Solutions Private Limited**

CIN: U62020TN2023PTC164685

Prince Kushal Towers, A-Wing, Ground Floor,  
96, Anna Salai, Chennai, Tamil Nadu 600002.

### **3. Work Model & Working hours**

We have moved to a working model that includes work from home (WFH) / work from office (WFO) and permanent work from office depending on the project that you will be aligned within the organization. Your base location shall be Chennai.

Any employee availing the WFH facility should report to the base location office as determined by the reporting manager, on account of the organization being unable to meet its client commitments and business needs, the reporting manager may request the employee to report to the base location office to perform the required deliverables.

The Company's business involves operating round the clock on all days. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your reporting manager.

### **4. Posting & Transfer:**

Your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

### **5. Full Time employment**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Xtract.io Technology Solutions Pvt Ltd, without written permission from the Company.

### **6. Past Records**

This offer and your employment with Xtract.io Technology Solutions Pvt Ltd is contingent on your satisfactory completion of all verification and or background / reference checks, which may occur at any time prior to after your effective joining date. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

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## 7. Termination of employment

This employment may be terminated by either party giving 20 days' notice or gross pay in lieu of notice.

## 8. Official Work Location & Travel

For any project requirement, team events, training, or meetings the base location shall be Chennai office. The travel and accommodation expenses for which shall be managed by the employee during any such visits.

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

## Prerequisites for On-boarding

On the date of joining, a photocopy of all the following documents is mandatory. Please carry the original copies which would be returned after verification.

- Standard X and XII mark sheet equivalent
- Degree / Post Graduate Certificate and mark sheets for all semesters
- Last Salary Drawn Certificate / pay slip of last three months from the previous employer (if applicable)
- Relieving Letter from your previous employers (if applicable)
- Five passport size photographs
- Photocopy of your Aadhar Card and Photocopy of your Permanent Account Number

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

With best wishes and looking forward to a long and mutually beneficial association.

Yours Sincerely,

For **Xtract.io Technologies Services Pvt, Ltd**

Jithesh Ramakrishnan

Chief of Staff

**Xtract.io Technology Solutions Private Limited**

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**Note:** This is a system generated document and will not have signature.

## Annexure - 1

<b>Name</b>	Ajith Kumar E	<b>DOJ</b>	01 Jul 2024
<b>Designation</b>	Senior Software Engineer	<b>Band and Level</b>	B3
<b>1.Fixed Salary Details</b>		<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
Basic		19,001.00	2,28,012.00
House Rent Allowance		9,501.00	1,14,012.00
City Compensation Allowance		6,304.00	75,648.00
<b>Gross Monthly Fixed Salary and Benefits</b>		<b>34,806.00</b>	<b>4,17,672.00</b>
<b>Monthly CTC</b>		<b>38,000.00</b>	
<b>Yearly Components</b>			
Employer PF		2,280.00	27,360.00
Gratuity		914.00	10,968.00
<b>Annual CTC</b>			<b>4,56,000.00</b>

\* Payment of Gratuity shall be as per the Payment of Gratuity Act.

\* Mediclaim coverage available for self and family coverage and the maximum coverage for hospitalization expense is Rs.1,00,000 / pa.

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