

Date: 19 June, 2023

Sub: Letter of Appointment

Ms. Rishika R
No: F/11, Selvam Construction, VD Loganathan Street,
West KK Nagar, Chennai - 600078.

Dear Rishika R,

We are pleased to make an offer of employment on behalf of **Altech Star Solutions** (hereinafter referred to as ' **Altech Star Solutions** ' or the '**Company**' as the context may require), on the following terms and conditions:

Designation: Software Test Engineer

Band: E2

Date of Joining : 10 July, 2023 **Location:** Chennai

Reporting Manager: Ravikiran. G

Total Compensation: Your Total Compensation will be **Rs. 5,19,996/-**. per annum. The salary structure is described in the **Salary Stack Up Sheet (Annexure-1)**

Your individual remuneration is a matter purely between yourself and the company and has been arrived at the basis of your job, skill specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Other Benefits: You will be eligible for the following:

1. Leave, holidays and working hours as applicable to your category of employees and location of posting.
2. Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as determined by the company
3. Medical Insurance coverage and Group Personal Accident Insurance coverage. Altech Star Solutions encourages all employees to opt for Altech Star Solutions Medclaim Policy mandatorily.
4. We also encourage employees to ensure that they have their immediate family covered under the policy. Employees may be allowed to opt out of the insurance cover for themselves, if they provide proof of their coverage under other Medclaim Insurance Policy. The Insurance premium may vary each year and will be communicated to the employees during the renewal of the policy

Working Hours: Being a result oriented company, we believe in flexible timings. Though the official timings are between 10.00 am and 6.00 pm, your timings are adjustable. However, we would like you to be available between 10.00 am and 4.00 pm, as most of the business meetings are scheduled during these hours. However the company expects every employee to put in minimum of 40 hours per week and attend official meetings. We have a five day work week but the office is open on Saturdays and Sundays, in case you plan to work.

Probationary Period: You are initially appointed on probation. The period of probation shall be for two months from the date of your reporting for duty. The Company reserves the right to extend the probationary period, at its sole discretion if your work and progress are not found satisfactory. The company as its discretion may confirm your service at any time during the course of or at the end of probationary period initially fixed or subsequently extended. You will, however, continue to be on probationary till your services are confirmed in writing. During the probationary period, your services are liable to be terminated by either party, without assigning any reason by 15 days notice or payment of 15 days salary in lieu of notice.

Transfer: You are liable to be transferred in such capacity as the company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. In such cases you will be governed by the terms and conditions of service applicable to the new assignment. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

Medical Fitness: By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment) that

(1) prevents or hinders you from performing your assignment effectively or (11) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

Increment and Promotions: Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are ordinarily given as per the Company Salary Revision cycle.

Retirement Age: You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the first working day following your 60th birthday or earlier if you are found to be medically unfit.

Termination / Notice Period: We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two month's notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline, any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever. Altech Star Solutions reserves the right to pay or recover salary in lieu of notice period. Unauthorized absence or absence without permission from duty for a continuous period of 5 working days, shall result in the loss of your lien on employment. In such case, the Company shall be entitled to terminate your employment forthwith.

Travel: You are liable to undertake travel on company work for which you will be reimbursed travel expenses as per the company policy applicable to you.

Conflict Of Interests: You are required to engage yourself exclusively in the work assigned by Altech Star Solutions and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Altech Star Solutions Management. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the Company.

Confidentiality: Upon reporting to work, you will be required to execute a Confidentiality Agreement in favor of the Company and/or its customers (the 'Confidentiality Agreement'). In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

Further you shall not, during the employment, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and shall not bring onto the premises of Company, its affiliates or parent company or utilize for any purpose in connection with their respective business, any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

Salary Stack Up Sheet (Annexure-1)

Name	Rishika R	
Designation	Software Test Engineer	
Compensation Structure	Monthly Gross (INR)	Annual Gross (INR)
Basic	16513	198156
House Rent Allowance	8257	99084
Special Allowance	7431	89172
Medical	1250	15000
CCA	9082	108984
Conveyance Allowance	800	9600
Cost to Company	43333	519996

Recovery: The Company shall be entitled to require you to execute a Service Agreement undertaking to serve the Company for a minimum stipulated period, in the event that the Company is desirous of imparting to you any specialized training relevant to your employment with the Company. In such a case, you shall be entitled to terminate your employment with the Company only on the completion of the stipulated service period agreed to and provided therein or you shall repay to the Company, a pre determined amount covering all the costs paid to you or on your behalf on this training. Refusal of attending or receiving such training shall be misconduct.

Background verification: This offer is valid subject to Background verification clearance. However, in the event of discrepancy in the information provided, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

Policies and Practices: The employment terms contained in this letter are not exhaustive and are subject to company policies. The employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/resigned from time to time and to indentify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.

Intellectual Property Ownership: You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising there from, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which original vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same.

You hereby agree to enter into a detailed intellectual property assignment agreement, with Company and/or its customers, when requested by Company.

Company Property: You are expected to use the Company property including tools, software, hardware, laptops office and other equipments, household goods and utensils with due care and diligence. You may be liable to compensate Company for any loss or damage the Company may incur as a result of damage or destruction to the Company property arising out of your negligence or misconduct.

We hope that our association will be a long, fruitful and mutually satisfactory one.

Yours sincerely,

For Altech Star Solutions Pvt.Ltd



Radhakrishnan P
Assistant Manager-Recruitment

A blue circular stamp with the text 'ALTECH STAR SOLUTIONS' around the top and 'CHENNAI' at the bottom, with two stars on either side.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND AND ACCEPT ALL OF THE CONTENTS OF THIS EMPLOYMENT LETTER AND THAT I AM VOLUNTARILY ENTERING INTO THIS EMPLOYMENT. I UNDERSTAND THAT I AM REQUIRED TO SIGN THIS EMPLOYMENT LETTER AS A CONDITION OF MY EMPLOYMENT.

My joining date will be:

Signature:

Date: