



01st Aug 2022

Mr. Prakash Sundaramohan
5/173, Main Road, Satras Melaiyur,
Nagapattinam - 609107

Hi Prakash,

Further to our discussions, we are pleased to offer you employment as an **“Admin Assistant”** at InteleANTS Virtual Workforce Private Limited (hereafter referred to as ‘Company’) under the terms and conditions detailed below:

1. The offer is subject to your furnishing the details mentioned below on or before commencement of employment:
 - Full CV and a passport size photograph
 - Proof of identity & age
 - Copy of PAN Card
 - Certificate of Educational Qualifications
 - If applicable, proof of prior experience along with relieving letter from your last employer
2. You will be initially posted at Company’s office in Chennai and assigned to work for our partner OJ Commerce, Florida, USA. However, your employment with the Company shall be transferable and the Company reserves the right to depute / transfer your services to any other location in consistence with the Company’s interests. On joining you shall agree to and sign a binding non-compete agreement that prohibits you from working for a direct competitor of OJ Commerce for a period of TWO years after you cease to work for OJ Commerce.
3. Your services are liable to be terminated by the Company, by giving you one month's notice in writing or in lieu thereof one month's salary. On completion of 1st and 2nd year, post annual review, the notice period would be revised to 60 & 90 days respectively. 90 days would be the maximum notice period. In case you decide to leave the services of the Company, you would be required to serve the required notice as mentioned above by giving prior notice in writing to the Company and in such a case the Company shall release you not later than 30,60, or 90 days, as the case may be, of receipt of written notice.
4. You shall not engage directly or indirectly in any trade or business or undertake any other employment or contract or consulting engagement with any entity in any capacity with or without any commercial gain.
5. You will keep confidential all information pertaining to the Company’s business and all technical and proprietary information obtained from the Company and its clients in the performance of your duties.

InteleANTS Virtual Workforce Private Limited

Kamak Towers, Third Floor, T.S.No:12, Block No:5, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai-600 032.

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6. You will ensure that any data and information generated or delivered in the performance of your employment, and any information or data furnished by the Company (a) will be kept in confidence and not be disclosed to third parties without the prior written approval of the Company, and (b) will not be used without the Company's prior written consent other than to the extent necessary to perform your role.
7. You will deliver all such data and information to the Company upon the Company's request and, in any event, upon termination of employment, and will be fully responsible for the care and protection thereof until such delivery.
8. You shall not use company resources for other commercial activities or for personal gain.
9. You agree that during the term of employment and thereafter, you shall not in any way, directly or indirectly induce or attempt to induce any employee of the Company to quit employment with the company, otherwise interfere with or disrupt Company's relationship with its employees, solicit, entice, or hire away any employee of the Company. It is further agreed that all the above obligations agreed to by you shall remain enforceable even after termination of your employment for a period of two years from the date of termination.
10. During the period of your employment with the Company, you shall neither give/ accept any gifts nor favours from any source. The Company values honesty of intent and purpose in all the business transactions with its employees, customers, suppliers, government agencies, public bodies, media and associates. Equity and fairness shall be the benchmark of our dealings with them. Any violation to the prescribed code of conduct of the Company will be viewed very seriously and will be considered as a breach of contract.
11. The Company prides itself as a Company with highest order of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company it is important that you fully understand this philosophy. You shall maintain utmost discipline and good conduct in your dealing with your colleagues, customers etc. The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behaviour including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company property, theft, cheating or any such act of any individual or body of individuals.
12. You shall, at all times while at the Company's premises:
 - a. Act diligently, ethically, soberly and honestly;
 - b. Shall not consume or be under the influence of alcohol or use any drug, unless prescribed by a medical practitioner or lawfully available without prescription and used in accordance with directions.
 - c. Comply with all occupational health or safety policies of the Company including (but not limited to) those relating to a smoke free environment.
 - d. Comply with all procedures, rules, regulations, standards of conduct and lawful directions of the Company in respect of use of its premises, equipment, business ethics or methodology of contact with the staff or customers.
 - e. Not be engaged or involved in any business apart from the provision of the Services whilst on the Company's premises or otherwise performing the

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Services.

- f. Not to commit any criminal offence and not otherwise breach any law or regulation, which could adversely affect the interests of the Company or the provisions of the Services.
- g. Not to sexually harass any person.
- h. Unlawfully engage in discriminatory behavior.
- i. Not otherwise act in any manner, which could disrupt or adversely affect the Company's business reputation, interests or goodwill.

13. You shall abide by all the existing and/or future rules, regulations, and policies of the Company. Any amendment or modification thereto shall be binding on you.

14. **Any act in the violation of any of the above terms and conditions will be deemed to be a breach of contract and the Company reserves the right to initiate appropriate action as it deems necessary including legal action and the exercise of the right to terminate the employment without any notice or compensation.**

15. You will be paid compensation as set out in Annexure A. You are not entitled to any other allowances during the normal course of the employment. The compensation is payable to you after making appropriate deductions as necessitated by the prevailing laws. The monthly remuneration is payable on or before the 7th day of the following month.

16. The compensation is normally reviewed after a period of twelve months and may be revised based on your actual performance. It can be reviewed earlier in case of exceptional performance.

17. Any expenses that you may incur on behalf of the company shall be reimbursed subject to prior approval and authorization and on production of legally valid proof of expenses.

18. You will be entitled to leave as per the prevailing policy of the company. When assigned to work from a client's office, you shall be governed by the rules of the client organisation. Leave in excess of eligibility will attract appropriate adjustments in the compensation.

19. **Working Hours:** You are expected to work an average of 8.5 hours a day from Monday to Friday or a minimum aggregate of 42.5 hours per week during a normal work week. The working hours are flexible and shall be discussed and mutually agreed on based on the specific needs of the company and the project that you are working on.

20. This offer is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it may lead to immediate termination of your services by the Company without any notice or compensation.



21. Acceptance

Signing the copy of this letter and returning it to us will indicate your acceptance of the employment on the above Terms and Conditions. This offer of employment is subject to your joining us on or before **2nd Aug 2022**.

We look forward to having you on board.

Sincerely,

For InteleANTS Virtual Workforce Private Limited

A handwritten signature in black ink, appearing to read "Kishore Kumar".

Kishore Kumar
Head- People Management

I have read and understood and accept the Terms and Conditions detailed above and will join the company with effect from _____

Signature:

Full Name:

Date:

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ANNEXURE A
Compensation Structure – Prakash Sundaramohan

	Monthly	Annualized
Basic	13,000	156,000
HRA	6,500	78,000
Special Allowance	4,700	56,400
Provident Fund	1,560	18,720
Gratuity*		7,500
Home Office Allowance		15,000
TOTAL	25,760	331,620

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy

The above compensation structure permits you to choose a flexible benefit plan, to help save taxes, in lieu of the Special Allowance to the extent of the maximum amount mentioned in **Annexure B**.



ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000