

Ms. Madhu Pharkavi B

S.Ayyampatty, S.Vadipatty(po),

Reddiyarchatram(via),

Dindigul(dt) - 6246224

APPOINTMENT LETTER

Dear **Ms. Madhu Pharkavi B**,

With reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as a **SOFTWARE ENGINEER** in our organization with effect from **8th AUGUST 2022**, subject to the following terms & conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

1. PLACE OF WORK

Your place of work will be in **Chennai**. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries or associates, if, as and when required.

2. EMOLUMENTS

Your total compensation Cost to the Company will be Rs. **2,77,379** (Rupees Two Lakh Seventy Seven Thousand Three Hundred and Seventy Nine only) Per Annum. You will be entitled to benefits during the course of your employment in the Company subject to the policies of the Company.

3. REPORTING

You would be reporting to **Mr. Manigandan** and/or to whosoever the Company deems fit to be your supervisor.

4. PROBATION

You will be placed on probation for a period of **three months** from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. Your probation period can be extended in case if your performance doesn't meet the expectations. The probation period will be assumed to have been extended until such time as you receive your confirmation in writing.



5.REVIEWS

Performance reviews will be done on a half yearly basis with the first one at the end of six months. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company. Generally, salary reviews would be done half yearly after the probation based on supervisor's decision else you will fall on the Annual appraisal.

6.RESPONSIBILITIES

In view of your office you will be required to carry out your duties and responsibilities effectively, to achieve the desired results. Your responsibilities are defined and assure accountability for achieving the desired goals and objectives.

7. LEAVE

Every employee is eligible for leaves as per the prevailing leave policy.

8. NO SIMULTANEOUS EMPLOYMENT

While employed with this company, you will not in any circumstances be permitted to work for any other firm or person, either whole time or part time, to own, or in any way be associated with any firm or person as adviser, director or partner, whether paid or not, for your services, without prior written permission of the company.

9. CONFIDENTIALITY OF INFORMATION

a) You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate to any interested or other persons, whatsoever, any information relating to the company's technical know-how, business practices or any other information of a confidential character.

b) The employee shall treat all information obtained by him/her during the course of his/her employment with the Company, either directly from the other employees of the Company, or during the course of his / her work with the Company, as strictly confidential.

c) Such information may include, without limitation, the Company's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., but shall not include information known or available to the Employee prior to his / her

employment with the Company and/ or readily available to persons of ordinary skills in the assigned areas of technical / business expertise.

10. DISCIPLINE

- a) You will be governed by the company's rules and regulations that may be promulgated from time to time.
- b) You shall not refuse to take up any assignment that may be offered to you by the company.
- c) You shall be expected to abide by the rules and regulations of the company, be courteous, honest and professional within the company or with its clients/customers, and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).
- d) You shall be responsible for all company properties and material that are in your possession, and all infrastructure like telephones, computers, projectors etc. that have been provided to you to enable you in your work.
- e) You shall not publicly criticize, defame or misrepresent the Company or the People involved in the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.
- f) During the course of your employment with the Company, you will not solicit business of any nature, either directly or indirectly, for yourself, or for any other party, from the Company's clients, partners and / or customers.

11. POSTAL ADDRESS

You will keep the company informed of the latest postal address along with contact number for communication including the changes that may occur during your period of employment with the company.

12. WORKING HOURS

You shall be expected to work a minimum of **45 hours** a week between 9 AM and 6 PM on weekdays with 30 minutes lunch break from 1.00 pm to 1.30 pm and tea break 15 min in the morning and in the evening. You may also be required to work on weekends or in shifts including night shifts in case if there is a need to meet deadlines. While working on projects, overseas working hours and notified holidays of the client location will apply. The working hours are subject to change, depending on the requirements of the Company.

13. DRESS CODE

It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to the professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.

14. RETIREMENT

Your age of retirement in the Company is 58 years. You will be entitled to Provident Fund (current contribution is 12% of your basic salary by the Company in accordance with the Employee Provident Fund & Family pension Fund Act 1952) and Gratuity (calculated at half months basic salary per annum for every completed year of the service in the Company in accordance with the payment of Gratuity Act 1972). Gratuity is payable when an employee leaves the services of the Company after completion of a minimum of 5 years of continuous service in Company.

15. OWNERSHIP OF INVENTIONS, IDEAS, ETC.

- a) The company shall be the sole owner of all inventions, ideas, materials, systems, codes, etc. that may be devised / created by the Employee in the course of his / her employment with the Company.
- b) The Employee shall have no claim of any nature whatsoever and undertakes not to utilize, part with or divulge such information to any third party, even after he / she has ceased to be an employee of the company.
- c) The above terms and conditions shall be binding upon both the parties hereto during the entire course of employment of the Employee with the Company.
- d) Apart from the above terms and conditions, you shall be bound by, and shall adhere to such other rules and regulations as may be in force, from time to time, in the Company.

16. AUTHENTICITY OF INFORMATION

This appointment is made on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service without any notice.

17. TERMINATION

- a) This contract of employment is terminable by either party by giving 30 days (**1 month**) notice during probationary period and 60 days (**2 months**) notice on/after confirmation or on payment of salary in lieu of

the notice period. Either party is not bound to give any reason thereof. The Company reserves the right to recover salary in lieu of any non-served notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period and is not bound to give any reason thereof.

b) With approval from your manager, only sick leaves are permitted during the notice period, in case of emergency. Any other leaves taken, will come under loss of pay.

c) In the event of any misconduct or breach of terms of employment on the part of the employee during probation or on/after confirmation the Company reserves the right to terminate this contract immediately without any notice.

d) If any Earned leave is due to the employee, salary in lieu of such leave will be paid, subject to the limits laid down in this respect.

e) After several warnings, if company is dissatisfied with your performance and not meeting the expectations, you may be terminable by giving a 15 to 30 days' notice.

f) On termination of this employment, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

The above terms and conditions are subject to changes from time to time and the same would be communicated to you in writing. Please sign the copy of this letter, as a token of acceptance of your appointment on the terms and conditions mentioned above.

We welcome you aboard and wish you a pleasant, fruitful and mutually beneficial association with the Company.

With Regards,

For Genix Technologies Private Limited



Godden Sundari

Manager - HR

I agree to abide by the terms and conditions mentioned in the letter of appointment

Name :

Date :

Signature :

Place :

Annexure 1			
Name of the Employee	Madhu Pharkavi B	Per Month	Per Annum
DOJ	8 th Aug 2022		
Designation	Software Engineer		
Gross Monthly Salary(in Rs)		21,500	2,58,000
Basic		10,750	1,29,000
Allowances :			
HRA		5,375	64,500
Conveyance		1,600	19,200
Medical Allowance		1,250	15,000
Food Coupons		1,250	15,000
Special Allowance		1,275	15,300
Gross Payment		21,500	2,58,000
Employer EPF		1,290	15,480
ESIC		-	-
Medical Insurance		386	3,899
Cost to the Company		23,176	2,77,379
Deductions			
Employee EPF		1,290	15,480
Professional Tax		208	2,496
ESIC		-	-
Net Payment		20,002	2,40,024