

01-Nov-2020

To

Ms. Sreyaa Praveen

No: 12/11, Rajaji Nagar,
Subash street, Villivakkam,
Chennai -600049

Dear Sreyaa,

Thank you for your interest in working for our organization. Having successfully completed the internship from 01-Jun-2020, we are pleased to offer you the position of **Executive - TAMS** with **Angarai Technology (India) Pvt. Ltd.**, Chennai (hereinafter referred to as "ANGARAI INDIA") as on 1-Nov-2020. It is our pleasure to extend the following offer of employment to you on behalf of ANGARAI INDIA.

This offer will be subjected to the Standard Terms and Conditions of Employment by ANGARAI INDIA and will be governed by the policies, rules and guidelines of ANGARAI INDIA (See Appendix for details). You will be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation, and Non-Competition Agreement when you join ANGARAI INDIA.

The details of the CTC are provided in the Appendix 1 for your reference. This offer of employment with ANGARAI INDIA is subject to the successful verification of information provided by you.

By accepting this offer you are also confirming that: -

1. You are not providing any service in your personal capacity to anyone.
2. You are not involved in any full time or part time business.
3. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities or taking up this position with ANGARAI INDIA.
4. ANGARAI INDIA is not liable for any past dues owed by you as part of termination of any previous employments.
5. You are not bringing in any Intellectual Property that you do not have sole ownership of.

The following documents are required to be produced for being part of the company. Please provide originals and self-attested photocopies; originals will be returned after verification.

1. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th & 12th mark lists

Angarai Technology (India) Pvt. Ltd.

1 E & F, First Floor, Front Block, Sri Sai Subhodaya, 66, East Coast Road, Thiruvanmiyur, Chennai 600 041.

Phone: +91 44 24480153 | **Email:** contact@angarai-india.com | **CIN:** U72200TN2001PTC046615

- Graduation Degree/Mark list (As soon as you get them from the University)
- Other qualifications - mark lists and certificates (if any)

2. Proof of identity i.e. Passport, PAN card, driving license, Electoral card, AADHAR card

We take great pleasure in confirming your employment and continue to be a part of our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and to be a part of the ANGARAI family.

for Angarai Technology (India) Private Limited.,



Hari Nishanth
(HR/Finance/Admin)

APPENDIX A

Compensation Package		
Name	Sreyaa Praveen	
Position	Executive - TAMS	
Compensation	Per Month	Per Annum
Basic	₹ 9200	₹ 1,10,400
HRA	₹ 4,600	₹ 55,200
Internet Allowance	₹ 500	₹ 6,000
Special Allowance	₹ 8,700	₹ 1,04,400
Pay For Performance	-	₹ 84,000
Cost To Company	₹ 23,000.00	₹ 3,60,000.00

Prepared by:

Hari Nishanth NK

Approved by:

V Swaminathan

Note:

- 1) Pay for performance is issued annually at the end of every review year, subject to your performance rating during your annual appraisal cycle. Your supervisor shall discuss and define your performance metrics which shall be the basis for PFP
- 2) Take away/Net Salary payable is subject to statutory deductions as applicable.

Agreed and Accepted.

sreyaaPraveen

Sreyaa Praveen

Nov /2020

Date

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APPENDIX B**Employment Terms and Conditions****Profile Verification**

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

Certification

If the organization requires you to take up any certification that will help mutually the organization and yourself, then you need to take up the certification without fail. The modalities required for the certification which will be taken care by the organization. If you are unable to clear the certification exam, you will be required to take up this exam one more time at your own costs. If you fail the exam the second time, the Management reserves the right to terminate your employment.

Employee Duties and Responsibilities

During the course of your employment, you are expected to perform the duties and responsibilities assigned to you from time to time. However, please note you will be required to take up additional responsibilities as decided by the Management.

You will be expected to display high levels of initiative and efficiency in your work maintaining integrity at all points of time. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of ANGARAI INDIA and its customer(s). You are expected to be shown this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with ANGARAI INDIA. If your integrity is suspect, the Management reserves the right to terminate your employment without notice.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a fulltime employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

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Performance Bonus

ANGARAI INDIA at its discretion will be providing performance bonuses to employees based on the individual performance of the employee and on the performance of ANGARAI INDIA.

Taxes

You will bear the implications of the Income and Professional taxes owed to the government and local authorities by you through this employment.

Increments and Promotions

Your career path with ANGARAI INDIA will depend on your performance, your attitude towards work and your capability. Your performance will be reviewed periodically by your supervisors based on which your increments and promotions will be decided.

Quality Matters

You will be required to learn the processes being followed at ANGARAI INDIA from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.

Expenses and Reimbursement

As mentioned in the Employee Handbook, you will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities. Such expenses have to be approved by your Supervisor/Management.

Travel

You may be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

Posting / Transfer

You will be reporting to our Chennai Office. You are liable to be posted to any department / office of ANGARAI INDIA or partners or customers in India or abroad as required by your job profile and needs of the business at the discretion of the Management.

Medical

Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

Working Hours, Holidays and Leave

You are eligible for paid National holidays and accrued paid vacation and Sick Leave, details of which can be obtained during your joining. Depending on the market focus engagement you are engaged in the Working Hours and National Holidays will change accordingly.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract, you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such work for the sole benefit of ANGARAI INDIA as required by your employment.

Non-Solicitation

During your employment with ANGARAI INDIA and for a period of one year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to ANGARAI INDIA. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of ANGARAI INDIA relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of ANGARAI INDIA including your superior. You will also not divulge any information regarding other employees' remuneration / terms of employment to any other employee of ANGARAI INDIA including your superior.

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Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment and may result in termination of employment without any notice.

Non-Compete

By joining ANGARAI INDIA in the designated position, you hereby agree to not engage in any competing activity or business during the course of your employment and thereafter for a period of one year after the termination of your employment with ANGARAI INDIA. This does not however prevent the employee from seeking employment in other companies after termination of employment with ANGARAI INDIA.

Training

ANGARAI INDIA may select and offer training for employees at a location deemed convenient at its own discretion. You will be required to attend these trainings and assignments.

Personal Information

It is the responsibility of the employee to keep their personal contact information up to date with HR and notify duly any changes thereof. Additionally, you will also be required to update the HR of changes in your civil or marital status.

Probation

You shall be on probation for a period of six (6) months from the date of joining ANGARAI INDIA. The same may however be extended or the contract of employment may be terminated, if deemed necessary by the Management because of shortfall of performance. On completion of such time, based on performance, you would be considered confirmed. Your confirmation of employment with ANGARAI INDIA will be provided in writing upon successful completion of the probation.

Termination

On termination of your employment with ANGARAI INDIA, irrespective of the circumstances, you are bound to return the following:

1. any material items belonging to ANGARAI INDIA per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).
2. any physical company documents that you may have in your possession.
3. any other company assets within your control like apartments, leases etc.,

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You are also bound to repay all outstanding debts or loans due to ANGARAI INDIA and the Management reserves the right to deduct it from any payments due to you.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions and will notify employees of the same. The company may also decide to terminate employment subsequent to disciplinary action and proper investigation.

Other Rules and Regulations

During employment, you are subject to rules and regulations and policies of ANGARAI INDIA as applicable and revised from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information. You will also be liable to face action if you are found in violation of these.

Notice Period

During probation, there is no notice period. Either party may terminate the employment contract, and the day of intimation is considered the last working day.

Post probation, a notice of one (1) month is required. Notice period is considered to start from the point the resignation letter received by HR. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the employment without any notice.

Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreements).

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Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Chennai, India shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with ANGARAI INDIA or any of the terms and conditions of your employment.

Amendments

ANGARAI INDIA, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either because of statute or otherwise. All changes will be duly notified to the employees through proper channels.

Agreed and Accepted.*sreyaaPraveen*

Sreyaa Praveen

Nov/2020

Date