

Sai -



**Confidential**

12.10.2020

Mr. Naveen Kumar,  
498-B, Type-2 Quarters,  
Block 29,  
Neyveli - 607807

### APPOINTMENT LETTER

Dear Mr. Naveen Kumar,

We are pleased to appoint you (herein after referred to as the 'Employee') as **Associate - Human Resources**, with effect from your date of joining, on the following terms and conditions:

The Employee will report to their designated supervisor, or any other person assigned by Sai University. The Employee will be responsible for efficient and effective discharge of their official duties. The Employee will be required to maintain highest standards of professional and personal conduct and perform with integrity.

The Employee will be entitled to:

1. Compensation:

The Employee's basic salary will be **Rs.10,680/-** per month and the total compensation will be **Rs. 5,50,020/-** per annum, including all applicable statutory benefits and contributions, but excluding optional performance bonus. The guidelines for performance bonus will be decided by Sai University every year, based on the performance of Sai University and the Employee performance against defined objectives and goals.

The details of the compensation of the Employee are given in the attached Annexure titled Salary Structure applicable to the Employee. The Salary Structure may be subject to change by Sai University.

2. The Employee will carry out diligently and earnestly all duties or work that may be assigned to them from time to time and will carry out all instructions of their superiors pertaining to their work.

3. The Employee will devote their whole-time for the work of Sai University and will not undertake any other business or work, honorary or remunerative, during or after office hours or on off days or on holidays.

*(Handwritten signature)*