



Kaar Technologies
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Ref: KT/2018_19/2583
Date: June 4, 2019

Muthulakshmi M
Chennai

Dear Muthulakshmi,

With reference to your application and subsequent interview, you had with us, we are happy to offer you the position of "Trainee" in II-D grade, **Professional Band** based on our Organization structure on the following terms and conditions.

You will be on probation for nine months and your monthly stipend for the first three months will be **Rs. 10,000/-** (Rupees Ten Thousand Only), from **May 16, 2019 to August 15, 2019** & for the next six months it will be **Rs. 20,000/-** (Rupees Twenty Thousand Only) from **August 16, 2019 to February 15, 2020**, Your performance will be reviewed at intervals over a period of nine months.

Only after successful review and completion of probation, your Gross Annual Remuneration (Annual CTC) will be **Rs. 350000/-** (Rupees Three lakhs and Fifty Thousand Only), from **February 16, 2020**. The details of which are enclosed in the annexure.

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

Employment as per this offer letter is subject to you being medically fit, and subject to satisfactory references and background verifications.

This offer of appointment is valid up to **May 16, 2019** and you are requested to join on or before **May 16, 2019**. Joining days will be on Mondays or Wednesdays of the week.

Please sign the duplicate copy of the letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours sincerely,

For Kaar Technologies India Pvt. Ltd.,

Srinivasan Subbiah
Chief Human Resources Officer

Annexure

Name : Muthulakshmi M

Designation: Trainee

Band: Professional II-D

Salary Structure

Fixed Components		Salary (in Rupees)	
		Annual	Monthly
Basic		140000	11,667
House Rent Allowance (HRA)	50% Basic	70000	5,833
Transport Allowance		19200	1600
Children's' Educational Allowance*		2400	200
Children's' Hostel Allowance**		7200	600
Flexi Components			
Leave Travel Allowance		10000	833
Other Allowance		68100	5,675
Gross Salary			26,408
Annual Benefit			
Insurance Premium*****		4500	
Statutory Benefits			
PF (Employer's Contribution)****		21600	1800
Gratuity		7000	
Annual CTC		350000	

* Children's' Education allowance is eligible for claim @ Rs.1,200 per child for a maximum of 2 children who are the employees own child and studying

** Children's' Hostel allowance is eligible for claim @ Rs.3,600 per child for a maximum of 2 children who are the employees own child and are in Hostel

*** Payable based on the prevailing Variable Pay policy in the Organization.(Subject to change)

**** As per applicable Statutory rules and regulations

***** Annual Insurance Premium under Group Cover as per company policy

M. Muthulakshmi

Employment Agreement

1. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.

2. Conduct

- (a) You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- (b) You shall honor and comply with all rules and regulations of the Company and statutory requirements in letter and spirit.
- (c) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and/or any other authorized by the company to assign such duties and responsibilities.

3. Conflict of Interest

Your position with the Company calls for the whole time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

4. Indemnity clause

- (a) You shall fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms and conditions contained herein, or any fraud, misconduct or negligence on your part in the course of the employment with the Company.
- (b) You shall indemnify the company and keep the company indemnified against any loss or claim or damages that any other persons/ client or customers whomsoever may make against the company.
 - In respect of any act of omission or commission which you or your representative(s) have done which is contrary to or in breach of the terms of this Agreement and/ or any instructions that may be given to the Company.
 - By reason of misuse of authority given to you.
- (c) You shall indemnify the Company and keep the Company indemnified against any loss or claim or damages that your previous employer may make against the Company in respect of any act of omission or commission of you during the course of your engagement with the company.
- (d) You undertake to defend, indemnify and hold harmless Company, its directors, employees, officers, agents, successors and assigns from and against any and all claims, liabilities, damages, losses, costs and expenses, including attorney's fees, caused by or arising out of your unauthorized actions and/ or arising out of your violation of any laws, rules and regulations.

5. Address

It is your sole responsibility to inform the company in writing of any change in your address, failing which, any communication sent to you in the address last stated by you shall be deemed to be validly served on you.

6. Certificates

At the time of joining, you are requested to submit photocopies supporting Educational Qualification, Date of Birth/ Age, Relieving letter in original from your previous/ present Organization, Service Certificate (if any). Two copies of Passport/ Voters ID card/ Pan Card/ driving license/Ration card, four color passport size photographs and two color stamp-size photographs should also be submitted. You are also required to get your originals, which will be returned after verification.

7. Transfer

Though you have been engaged for a specific position at a specific location, the company reserves the right to transfer you to any other location, India or abroad, where the Company or any one of its associates or customers conduct business. While on transfer or deputation you will be governed by the rules, regulations and conditions of service of that location. Refusal for transfer and deputation is a breach of conduct that attracts penalty & necessary action.

8. Leave

You will be entitled for a blended leave of 18 days in a financial year earned on a prorata basis, monthly.

9. Termination Notice

- (d) Your employment with us is terminable with a notice of three months or gross salary of three months in lieu of notice.
- (e) Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances.
- (f) If any misrepresentation is found with respect to information provided by you or if you have willfully suppressed any material facts, your services will be terminated immediately without prior notice. Further, you will be liable to reimburse the company the costs incurred in connection with your recruitment.
- (g) Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to pay all dues including Notice pay and other such dues as mentioned in the employment agreement.
- (h) In the event you resign without appropriate notice and successful completion of any ongoing assignment, without prejudice to, and in addition to, any other rights or remedies of the company, and in consideration of the time, expenses and effort to be considered expended by the company to advertise for and seek a suitable candidate to undertake your duties and complete the project / job on hand, as well as the damages which the company may be liable to pay to the company's client, you shall pay a sum of Rs. 2,00,000/- to the company as liquidated damages apart from the notice pay.

10. General

You will also be governed by the rules and regulations in vogue and those that may change from time to time without any prior notice. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Traveling, Performance Review, Compensation revision, Retirement, etc., you will be governed by the rules of the company framed from time to time. We shall be glad to provide you with more information upon your request.

For Kaar Technologies India Pvt. Ltd


Srinivasan Subbiah
Chief Human Resources Officer

I accept the above terms and conditions.


Candidate Signature
Date
Date of Joining