

November 9, 2020

To

Solomon Raja K

No 5 lourthu nagar 7th street,
k.pudur, Madurai north,
Madurai
Tamil Nadu - 625007.

Dear Solomon Raja K,

Reference to your application and further to the discussions we had with you, we are pleased to offer you appointment as **Operations Associate** with effect from **November 9, 2020** with us as per the terms and conditions enumerated here under:

1 Appointment

- a) You will be on probation for a period of six months from the date of commencement of your duties, the period of which may be further extended at the discretion of the Management. After the completion of the probationary period, your appointment will be confirmed in writing, subject to your satisfactory performance.
- b) Your place of posting, at present, is at Madurai. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2 Compensation

It is a condition of your service to ensure that the Company's policy of maintaining the strictest confidentiality for the remuneration you receive is observed by you at all times.

Your Cost to Company shall be Rs. 161000/- (Rupees One Lakh and Sixty One Thousand Only) per year (details enclosed in the annexure).

- a) Your CTC also includes the company's contribution to Employee's Provident Fund, the Employee State Insurance Corporation and any other statutory requirements to which the Company may comply with.

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- b) You shall bear your own taxes that shall be deducted from your salary and/or other dues. For going on duty outside place or employment, you shall be governed by Traveling Allowance rules of the Company, if applicable in your case.
- c) Your performance will be monitored with the Company policy as modified and intimated to you from time to time.

3 Transfer

You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment

4 Leave

- a) You will be eligible for leave & holidays as per company's policy.
- b) Absence for ten consecutive days including absence when leave though applied for but not granted and when over-stayed for a period of ten days would make you to lose lien on the service and the same shall automatically come to an end without any notice or even intimation. In such eventuality, the Company will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.
- c) Whenever you are called upon to work on a weekly holiday or on any other holidays, considering the exigency, you are required to attend to the same on such holidays

5 Medical

The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence record is a cause for concern.

6 Responsibilities

- a) In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have an adverse impact on the reputation / image of the Company, whether directly or indirectly.
- b) You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

- c) We are committed to ensure integrity in all aspects of the functioning of the Company. Please ensure that you comply with the policies of the Company as they form an integral part of the terms of employment with the Company. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.
- d) Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or this letter, shall immediately be brought to the notice of your superior / Company.
- e) In connection with your employment and during the term of your employment, you shall not disclose and assign to the Company as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property.
- f) You will not appear in any examination or attend classes without prior and written approval of the Management.

7 General

- a) You will not either directly or indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature during the tenure of your employment with the Company.
- b) During your employment or following the termination of your services with the Company, you will have to seek prior permission from the Company before soliciting the employment of any other employee of the Company, whether for your own business, or for a business that you have any interest in, or for any business in which you are employed in.
- c) We trust you have not provided us with any false declaration or willfully suppressed any material information. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- d) The Company shall be entitled to modify the terms of your employment and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, you are also governed by the rules, regulations and such other practice, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time. You will always maintain in good condition of Company property which may be given to you for official use during the course of your service and shall return all such Company properties to the Company immediately on relinquishment of your services, failing which the cost of such properties will be recovered from you.

- e) This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error/suppression of false details is discovered therein at any time. In that eventuality, the Management can recover the payment made to you towards your remuneration during employment.

8 Confidentiality

- a) You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your benefit.
- b) Upon termination of your employment, you will immediately surrender to the Company, all files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of your employment.
- c) You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copy righted material which is the property of the Company – for your own benefit or for the benefit of a third party – either during the course of your employment or after your separation.

9 Cyber Crimes

You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime (cyber crime for the purpose of this agreement means any isolated or concerted act done anywhere by which the originator of such act or associates). You shall not gain unauthorized access to the computer system or computer network, downloads, copies or extracts any information or data from such system or introduces any harmful code or causes any damage to the system or network or causes the non-functioning of malfunctioning of any system or network or causes denial of access to any authorized person to the system or network or tampers or manipulates any system or network with the object of operating the account of another person or alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means or does anything which has the effect of adversely affecting the performance of a computer network or services or contravenes any provision of the Information Technology Act, 2000.

10 Retirement

You will automatically retire (without any notice) on your reaching the age of 58 years. Should you continue even after attaining the age of retirement, you can be retired

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thereafter by giving you one month's notice or salary in lieu thereof. The date of birth, as furnished by you, will be deemed to be correct and will not be changed.

11 Notice Period

- a) This contract of employment is terminable, without reasons, by either party giving Thirty days notice. The notice period commences from the date of submission of the letter of resignation by the employee.
- b) The company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
- c) No leaves will be sanctioned during the notice period. The company reserves the right to recover or pay salary in lieu of notice period.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely
For Solartis Technology Services Private Limited


Sunil.N
General Manager - HR

I, **Solomon Raja K** have read, understood and agreed to accept employment on the terms and conditions mentioned above.

Signature:

Place:

Date:

CTC Break – up – Annexure

Employee Code	S5551	
Employee Name	Solomon Raja K	
Department	Operations	
Title	Operations Associate	
Salary Components	Monthly (INR)	Annual (INR)
Basic	9500	114000
Total Gross Salary Components (A)	9500	114000
Employer's Contribution to Employee State Insurance [1]	309	3708
Employer's Contribution to Provident Fund [1]	1235	14820
Gratuity [2]	475	5700
Bonus [3]	1899	22788
Total Components (B)	3918	47016
Round Off	-1	-16
CTC Total: (A) + (B) + Rounding Adjustment [6]	13417	161000
Employees Contribution to State Insurance	71	852
Employees Contribution to Provident Fund	1140	13680
Total Deduction (C)	1211	14532
Total Net Salary (A) - (C) [4]	8289	99468

Other Benefits

Night Shift Allowance [5]	2000
Medical Insurance Coverage [7]	200000
Personal Accident Insurance Coverage [7]	50000

[1] As per the provision of ESI Act & EPF Act

[2] Gratuity will be paid as per the payment of Gratuity act 1972 and Amendments made thereof from time to time.

[3] Bonus will be paid as per the provision of payment of Bonus Act 1965.

[4] Taxes will be deducted in the Net Salary (as applicable) as per Central / State / Local Governing Body from time to time.

[5] The Night Shift Allowance shown in an approximate value. The calculation assumes Rs.100/- Per Night Shift worked by employee and the employee worked Twenty Night Shifts in a given month. Night Shift Allowance will vary based on the actual number of night shifts worked by the employee.

[6] Breakup of the CTC is calculated by taking into consideration of the existing PF/ESI and any other statutory rules. Any future change in the PF/ESI rules or any other statutory rules during the course of your employment, the breakup of CTC will be change.

[7] Any Insurance claim will be settled as per terms and conditions for the Insurance provider. Management at its own discretion can or cancel the policy without prior notice or concurrence from the employees.

The above pay structure / break-up can be modified by the management at any time.

For Solartis Technology Services Private Limited


Sunil.N
General Manager – Human Resource

I, **Solomon Raja K** have read, understood and agreed to accept the terms and conditions mentioned above.

Signature:
Place:
Date: