



Warm Welcome

14/10/2020

Mr AKSHAY DASHARATH SUVARE

Applicant ID : 267274

**BENGALURU - 560011, KARNATAKA, INDIA SADVAITH PG, 13TH MAIN, 28 CROSS B, JAYANAGAR,
4TH BLOCK, BENGALURU**

Sub: Letter of Appointment

Dear Mr AKSHAY DASHARATH SUVARE

We are pleased to make an offer of employment on behalf of Sasken Technologies Limited (formerly known as Sasken Communication Technologies Ltd) (hereinafter referred to as 'Sasken' or the 'Company' as the context may require), on the following terms and conditions:

Designation: ASSOCIATE SOFTWARE ENGINEER

Band: Graduate Trainee

Date of Joining :20 Oct 2020

Location: Bangalore

You will be reporting to **Mr Rajiv Mulay , Project Manager - App Software**

Total Compensation: Your Total Compensation will be **Rs. 370258.00** per annum. The salary structure is described in the Salary Stack Up Sheet (**Annexure-1**).For the relocation benefits you are entitled to refer Annexure-2.

Your individual remuneration is a confidential matter purely between yourself and the company and has been arrived at based on the role/job, skill specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Other Benefits: You will be eligible for the following:

1. Leave, holidays and working hours as applicable to your category of employees and location of posting.
2. Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as determined by the company
3. Group Medical Insurance coverage, Group Personal Accident and Life Insurance coverage. Sasken encourages all employees to opt for Sasken Mediclaim Policy mandatorily. We also encourage employees to ensure that they have their immediate family covered under the policy. Employees may

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Sasken Technologies Ltd
139/25, Domlur, Ring Road, Bangalore 560071, India
Tel: +91.80.6694.3000 Fax: +91.80.2535.1133
www.sasken.com

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- be allowed to opt out of the insurance cover for themselves, if they provide proof of their coverage under other Medclaim Insurance Policy. The Insurance premium may vary each year and will be communicated to the employees during the renewal of the policy.
4. Participate in the company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

Terms of Employment

Working Hours: Being a result oriented company, we believe in flexible timings. The working hours is as per Company policies. However the company expects every employee to put in minimum of 8.5 work hours per day(excluding lunch break). In case you are at customer location, you are expected to follow the customer work schedule and you may be required to work for 6 days a week or more than 42.5 hours a week, which will not be additionally compensated. You may be required to work on shifts based on customer requirements.

Place of Work: At Sasken, the execution of the project can be at any of the Sasken facilities or at Client location. You will be required to work at any location as determined by the Company from time to time and you consent for the same.

Increment and Promotions: Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are ordinarily given as per the Company Salary Revision cycle.

Retirement Age: You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the last working day of the financial year following your 60th birthday or earlier if you are found to be medically unfit.

Termination / Notice Period: We hope your association with us will be a very long one. However, this association may be terminated by either party by giving two months' notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline, any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever. Sasken reserves the right to pay or recover salary in lieu of notice period from your full and final settlement amount and you consent for the same. Unauthorized absence or absence without permission from duty for a continuous period of 5 working days, shall result in the loss of your lien on employment. In such case, the Company shall be entitled to terminate your employment forthwith. Without prejudice to the generality of the foregoing the Company reserves the right to demand a "No Claim statement" at the time of separation as a condition precedent to close your full and final settlement.

Travel: You are liable to undertake travel on company work for which you will be reimbursed travel expenses as per prevailing Company policy applicable to you.

Assignment/Transfer: You are liable to be assigned/transferred in such capacity as the company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the company or subsidiary, associate or Affiliate Company, either in existence or which may come



into existence. In such cases you will be governed by the terms and conditions of service applicable to the new assignment. Notwithstanding any assignment/transfer to any branch, subsidiary or affiliate, the Company shall have the right to recover any of its dues from the salary payable to you by any of its branch, subsidiary or affiliate and you consent for the same. In cases where the assignments are made to customer projects, you consent to honor the commitment made to the customer project for a minimum period of six months unless otherwise specified by Sasken.

Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity and you consent for such transfer.

Medical Fitness: By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment that (i) prevents or hinders you from performing your assignment effectively or (ii) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

Conflict Of Interests: You are required to engage yourself exclusively in the work assigned by Sasken and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Sasken Management. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at the discretion of the Company.

Confidentiality: Upon reporting to work, you will be required to execute a Confidentiality Agreement in favour of the Company and/or its customers (the 'Confidentiality Agreement'). You hereby unconditionally undertake not to use the confidential information of the Company and /or its customers, at any time and your confidentiality obligations shall survive termination/cessation of your employment with the Company. In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

Further you shall not, during the employment, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and shall not bring onto the premises of Company, its affiliates or parent company or utilize for any purpose in connection with their respective business, any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity. In the event of breach, you shall be solely responsible for any claims from your previous or former employer and further undertakes to defend, fully indemnify and hold harmless the Company its affiliates and subsidiaries from all or any claims demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, penalties, fines, judgments, settlements, expenses (including attorneys' fees) and costs (collectively, "Claims"), that may be

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asserted against or incurred by the Company its affiliates and subsidiaries.

As an employee you will have access to the confidential information of the Company and to the valuable trade and business connections belonging to the Company, which are essential to the continued success of the Company. The disclosure of any such confidential information or exploitation of such trade or business connection otherwise than to the benefit of the Company would do serious damage, financial and otherwise to its business. Therefore you shall not without the prior written consent of the Company during your period of employment and for a period of two years after the exit, whether alone or jointly with, or as principal, partner, agent, director, employee, or as consultant, directly or indirectly be engaged in any executive or technical capacity in any business concern which shall be in competition with any of the businesses carried on by the Company as on the date of exit, for whatever reason.

Compliance with Data Protection Laws: As an employee you must ensure compliance with the Data Protection Laws when handling personal data in the course of employment including personal data relating to any employee, consultant, customer, client, supplier or agent of Sasken. As an employee you will also comply with the IT corporate policy and other communication policies while handling personal data.

In case of failure to comply with the Data Protection Laws or any of the policies listed above the same may be dealt with under our disciplinary procedure of Sasken and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

"Data Protection Laws" means data protection and privacy laws, regulations, regulatory requirements and codes of practice and code of data protection and privacy policy of Sasken in connection with its data processing obligations or which may otherwise apply, including laws applicable in the country or countries where personal data is collected, held or processed, including the Data Protection Directive and Directive 2002/58/EC and 95/46/ EC (and respective local implementing laws) and the Privacy and Electronic Communications Directive 2002/58/EC, regulations issued by the USA Department of Health and Human Services, and any applicable guidelines and codes issued by a competent data protection authority, or other competent governmental body or agency, in respect of such laws, or any subsequent directives.

Non - Solicitation: During the period of employment and for a period of two (2) years after the date of termination of your employment with the Company, you shall not either directly or indirectly, either alone or in association with others (i) Solicit, or encourage any organization and/or any third party to Solicit, any customers and suppliers of the Company or its affiliates and subsidiaries; (ii) Hire for employment, or engage as an independent contractor or permit any organization to Hire for employment, any person who is in employment of the Company or its affiliates and subsidiaries.

The term "**Solicit**" shall mean, but is not limited to any request or appeal made directly or indirectly, either oral or written, or any endeavour to obtain, seek or plead for business or securing a promise of business or an attempt to advertise, promote, sell, distribute products or services or issuance of an offer for products or services, submission of a quotation or request for any favours of commercial value addressed to any customers and suppliers of Sasken, which may directly or indirectly result in interfering with the business relationship of the



Company or its affiliates and subsidiaries with its customer and suppliers.

The term "Hire" shall mean, but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly, with or without wages to any employees of the Company or its affiliates and subsidiaries.

Non Disparagement: You undertake to refrain from making any negative or disparaging statements (orally or in writing) about Sasken or its stockholders, directors, officers, employees, products, services or business practices, at any point of time for any publication in the print media, internet, blog or in any other media and shall further refrain from urging or influencing any person to make any such statement or engage in any conduct, which goes against the interest of Sasken, in any manner. This covenant shall survive & continue in perpetuity and shall be binding on the Employee, at all times.

Intellectual Property Ownership: You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising there from, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which original vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same.

If you conceive or make or are involved in developing any such idea, invention, design or discovery and any intellectual property rights arising there from, you will immediately disclose all information concerning the same to the Company (but otherwise keep the same confidential) and at the Company's request assign (and do everything necessary to assist in the assignment of) your intellectual property rights in the same in any jurisdiction worldwide to the Company without receiving payment. You hereby agree to enter into a detailed intellectual property assignment agreement, with Company and/or its Customers, when requested by Company.

Company Property: You are expected to use the Company property including tools, software, hardware, laptops office and other equipment with due care and diligence. You may be liable to compensate the Company for any loss or damage the Company may incur as a result of damage or destruction to the Company property arising out of your negligence or misconduct.

Upon termination of the employment for any reason, you shall immediately return to the Company all property, including, but not limited to, laptops, documents, papers, records, accounts, specifications, catalogues, drawings, lists, correspondence, keys, visiting cards, security passes or the like relating to the Company's business which is in your possession or under control and you must not take copies of the same without the Company's express written authority.

Personal Data: You will keep us informed of any change in your residential address, your e-mail address for correspondence, your civil status, and educational professional qualification. In the event of any change in the data or information provided by you at the time of joining the company, you will immediately update all such



information in the online employee information sheet so as to keep all records updated and accurate at all times. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or sent by registered post to you at your address, as recorded with the Company.

Sasken takes all reasonable security measures to protect the Personal Information of their employees against loss, misuse or unauthorized access, disclosure, alteration or destruction.

Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, any information furnished by you in your application or during the selection process is found to be incorrect/false/ misleading, and/or if it is found that you have suppressed any material information in respect of your qualification or past experience, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company reserves the right to terminate your services anytime without notice or compensation in lieu thereof.

You covenant that as at the date of joining Company you will not be under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this employment or which might or will prevent or restrict you wholly or in part, from performing the duties herein.

Recovery: The Company shall be entitled to require you to execute a Service Agreement undertaking to serve the Company for a minimum stipulated period, in the event that the Company is desirous of imparting to you any specialized training relevant to your employment with the Company and you consent for the same. In such a case, you shall be entitled to terminate your employment with the Company only on the completion of the stipulated service period agreed to and provided therein or you shall repay to the Company, a pre determined amount covering all the costs paid to you or on your behalf on this training. Refusal of attending or receiving such training shall be a misconduct. In the event of failure to pay the pre- determined amount, the Company shall be entitled to adjust the same from your full & final settlement and you consent for the same. If the full & final settlement amount is not sufficient to recover the pre- determined amount, the Company may at its sole discretion initiate appropriate legal proceedings for recovery of the balance amount.

Communication on Salary Revision: Any communication on salary and benefits, present or future, will be valid only if communicated by the designated persons from HR. In this regard, no other communication made by reporting manager, functional head or any other managers will be considered valid and binding on the Company.

Background verification: This offer is valid subject to Background verification clearance. However, in the event of discrepancy in the information provided, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

Equal Opportunity Employer: Sasken is committed to being an equal opportunity employer that will provide equitable access to all in terms of employment opportunities, career advancement and compensation and benefits without any discrimination based on factors such as gender, sexual orientation, nationality, religion, and



disability among others. Equity, justice and fairness will be the guiding principles governing every decision related to the Company policies. You are responsible for upholding the spirit of the policies, embracing commitment to our foundational values IRISE, and business values LEAP. You pledge to act in a manner that ensures compliance and avoids violations.

Policies and Practices: The employment terms contained in this letter are not exhaustive and are subject to Company policies including Sasken Code of Conduct and Sasken NDA. The employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/rescind from time to time and to identify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures. All Company policies, practices and procedures are available on Company's intranet and the same shall override any oral or written communication made by any employee. You acknowledge and agree that any written communication made by any employee that deviates from policies practices and procedures published on Company's intranet shall not be binding on the Company, unless such written communication is counter signed by HR Head or any members of the Governing Council. You are advised and instructed to go through the policies and strictly adhere to them. Violation, Noncompliance or breach of any of the Company policies and regulations shall be considered as serious misconduct and dereliction of duty, which can call for immediate termination of employment.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provision of this agreement shall continue in full force and effect.

Order of precedence: This employment / offer letter represents the entire agreement between you and the Company and supersedes and replaces any prior representations, promises, understandings, communications or agreements, whether oral or written, between you and the Company regarding the subject matter described in this offer letter, including any offer letter earlier issued by the Company to you. This letter agreement may only be changed, altered, modified or amended in a written document signed by you and a duly authorized signatory of the Company.

To indicate your acceptance of the company's offer please sign and date the duplicate of this Offer letter and send to offers@sasken.com of Talent Acquisition-Team at the earliest.

You are required to report to the Sasken office address at 9.00 am on the date of your joining, and the offer stands withdrawn thereafter, unless the reporting date is extended and communicated to you in writing. Please ensure that you reach the office at the designated time for the joining formalities. At the time of joining, you are requested to submit the documents as per Annexure 3.

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We hope that our association will be a long, fruitful and mutually satisfactory one.

Yours sincerely,
For **Sasken Technologies Limited.**

Digitally signed by Vadivelu Selvaraj
Date: 2020.10.14 13:42:56 IST
Location: BANGALORE

Selvaraj Vadivelu
Associate Vice President

I acknowledge that I have carefully read and fully understood and accept all the contents of this Offer letter and that I am voluntarily & unconditionally accepting the same. I understand that I am required to sign this Offer letter as a condition of my employment with Sasken.

Mailing address : BENGALURU - 560011, KARNATAKA, INDIA, SADVAITH PG, 13TH MAIN, 28 CROSS B, JAYANAGAR, 4TH BLOCK, BENGALURU,

Permanent address : RATNAGIRI, MAHARASHTRA - 415612, 875, AT POST NACHANE, VINAMRA NAGAR, RATNAGIRI - 415612,

DOB : 11 Jun 1995

Father's / Husband's Name : DASHARATH SUVARE

My joining date will be: 20/10/2020

A handwritten signature in blue ink, appearing to read "Selvaraj", written over a horizontal line.

Signature: Abhine

Date: 20/10/2020

Enclosures:

Annexure 1- Salary Stack Up Sheet; Annexure 2 – Relocation Benefits; Annexure 3 – Joining Formalities

Annexure 1

SALARY STACK UP SHEET

Mr AKSHAY DASHARATH SUVARE	
Salary Stack Up Sheet For Graduate Trainee	
Compensation Structure	Amount in INR
A.Fixed Pay	324551.00
A1. Basic	200628
A2. Flexible Benefits Pay	99848.00
A3. Statutory Bonus	0.00
A4. Employer Contribution of PF	24075.00
B. Variable Pay	36061.00
C. Gratuity	9646.00
D. CTC (= A+B+C)	370258.00

Note: Variable Payout will be based on the Company Variable Pay Plan policy.

Ashwari

Compensation Structure (Take home)

Mr AKSHAY DASHARATH SUVARE

Components of Salary	Value in INR	
	Monthly	Annum
Earnings		
BAND	Graduate Trainee	
VPP %	10	
Gross	27046.00	324551.00
I. EARNINGS		
A. Basic	16719	200628
B. Flexible Benefit Pay	8321.00	99848.00
i. House Rent Allowance		
ii. Conveyance Allowance		
iii. Medical Expenses Reimbursement		
iv. Leave Travel Allowance		
v. Children Education Allowance		
vi. Children Hostel Allowance		
vii. Refreshment Allowance		
viii. Hospitalization Reimbursement		
ix. Other Allowance		
x. Superannuation employer (Max 15% of monthly gross)		
C. Statutory Bonus	0.00	0.00
D. Company Contribution of PF	2006.00	24075.00
F. Fixed pay (A+B+C+D)	27046.00	324551.00
G. Variable pay	3005.00	36061.00
H. Total Salary (F+G)	30051.00	360612.00
I. Gratuity	804.00	9646.00
K. CTC (H+I)	30855.00	370258.00
II. STANDARD DEDUCTION		
L. Employee contribution of PF	2006.00	24075.00
M. Professional Tax	200.00	2400.00
N.Total deduction (L+M)	2206.00	26475.00
O. Net Pay before Tax((A+B+C) - N))	22833.00	274000.00
<p>Note:</p> <p>Net pay before tax mentioned subject to:</p> <ol style="list-style-type: none"> 1. Income Tax deduction. 2. Professional tax varies from State to State 3. Any other statutory deduction which is not mentioned above 		

Ashwari



Annexure 2

DOMESTIC RELOCATION BENEFITS

14/10/2020

Dear Mr AKSHAY DASHARATH SUVARE

Welcome to the Sasken Family.

In order to make your transit smooth, we offer the following benefits to help you and your family relocate from the current place of stay to Bangalore. You must claim reimbursement of these expenses within one month of your joining Sasken.

Shifting of personal effects in case of intercity movements: In case you are moving personal effects, the company will pay for its moving, on actuals subject to limits as per the Sasken Domestic Relocation Policy. This includes charges of Insurance, Packing, Loading, Unloading, and Unpacking. All bills in original have to be submitted for claiming the same.

Reimbursement of Relocation expenses in case of intercity movements: All the relocation expenses are one-time reimbursements. Hence once you have joined you can get these expenses reimbursed. You can do this by attaching a relocation reimbursement form to all the documents supporting your expenses, and getting it approved by your manager. You could then forward it to Finance through HR, to get a reimbursement.

Assistance in Housing: Brokerage charges up to fifteen days rent will be paid subject to the limits defined as per Sasken Domestic Relocation Policy. Sasken also provides an interest free housing security deposit loan. The loan will be recovered from your salary in 18 equal monthly instalments starting from the following month of the loan sanction.

Notice Pay: If Sasken has agreed 'at the time of selection' to reimburse the notice pay, the same will be reimbursed on production of a receipt from the previous employer.

Please note that all relocation reimbursement expenses will be considered as taxable income. This tax liability would be borne by the employee.

If you leave the Company within one year of joining, you will have to refund the entire amount spent by the company in relocating you and your family as per the Domestic Relocation Policy of the company.

For any further clarifications / doubts in this regard, please contact offers@sasken.com.

Yours cordially,
For Sasken Technologies Limited

A handwritten signature in blue ink, appearing to read "A. Suvare", with a horizontal line underneath.

Selvaraj Vadivelu
Associate Vice President

Answer

Annexure 3

JOINING FORMALITIES

14/10/2020

Dear Mr AKSHAY DASHARATH SUVARE

Thanking you in anticipation for opting to join us and welcome to the Sasken family.

Pre-joining Process : We would require the following information from you fifteen days prior to your joining, to make your joining process as smooth as possible.

- Your actual date of joining
- If you are relocating and you need initial assistance for accommodation
- PAN details

At Sasken we encourage joining preferably on Monday's but offer flexibility to join on all working days at 9:30 A.M.

Please use the checklist below, for all **MANDATORY** documents, which need to be produced on the day of your joining. **If you are without all your documents on the day of joining, we would be unable to continue with your joining formalities for that day.** You would need to return on the following joining schedule. We request you to inform us ahead of time of any issues pertaining to your joining or with respect to producing any of the required documents on the joining date. This will help us to plan accordingly.

Note: Please carry the original copies of all mandatory documents. The originals are required only for verification purpose and will be handed over back to you post verification.

1. Experience certificate from all the previous organizations
2. Last three month pay slip (Most recent employment)
3. Highest qualification degree certificate + All Semester marks sheet
4. Copy of Passport (if you have)
5. Copy of all visas including the expired ones (if you have)
6. 2 Copies of Adhaar
7. 2 Copies of PAN Card
8. Four passport size photo with white background **ONLY**
9. Your blood group details
10. Date of Birth of dependants (for medical policy)
11. PF details
 - Old PF account number
 - Address of the current organization with whom it is retained (if you intend to get your PF transferred).





SASKEN

- PF account of the previous establishment (Is it with the Regional Provident Fund Commissioner or with a private trust. In case of private trust, please carry the name of the trust)

Looking forward to meeting you.

For any clarifications do get in touch with Selvaraj Vadivelu HR-Team.

Thanking You,

Yours Cordially,
For Sasken Technologies Limited ,

Selvaraj Vadivelu
Associate Vice President