

ABHISHEK PRAKASH DEORUKHAKAR

Pune

Subject: Offer cum appointment letter

Dear ABHISHEK,

Congratulations!

We are pleased to offer you an employment at the post of “Senior Engineer” in our company MotherSON technology service limited. (the “Company”).

Once you are part of the team, the Company will initially provide a period of indoctrination training to familiarize you with the Company’s procedures and processes.

1. We offer you this employment on the following terms and conditions:

- a) **Date of Joining:** 07-July-22 or earlier, except if otherwise extended by the Company and communicated to you in writing.

Please submit all the documents mentioned in **Annexure A** at the time of joining.

On the day of joining, please come to the work location Pune at 10 AM. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

Human Resources department will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.

- b) **Probation Period:** You will be on a probation of **12 Months** from date of joining, your services shall confirmed post completion of 12 months. At the discretion of the Company, the probation period may be extended, if it is found that the services provided by you are not satisfactory.
- c) **Location:** You will be based at Pune. However, depending upon the company’s requirements, you may be required to travel and/ or be posted temporarily or permanently at other offices/ locations.
- d) **Remuneration:** Your Annual Cost to Company shall be INR 1600000, subject to applicable statutory deductions. A detailed break up of your salary structure is provided in **Annexure B**.
- e) **Working Hours:** You may be required to work as per the project requirement however you may also be required to operate outside normal working days as necessary or in shifts as company operates in 24x7 shifts, to perform your duties and responsibilities. The salary payable to you hereunder is an adequate compensation in case you are required to work for any additional hours, and you shall not be entitled to any additional payment in this regard. You will be entitled to a paid leaves annually as per the prevalent policies of the Company.

2. **Background Verification:** As part of our process, we will conduct a reference check and antecedent verification of your academic and professional records, and all the data or

information produced by you before and during the interview process. If it is found at any time that any information furnished by you to the Company is incorrect or false or if you are found to have willfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.

3. **Notice Period/Separation:** Your employment with the company can be terminated either by the company or you by giving the other party **90 days advance notice**. If the company terminates the employment and decides to relieve you before the completion of notice period, the "Basic" component of the salary for the balance notice period would be paid to you by adjusting the amount payable by you to the company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination.

If on your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay to the Company the "Basic" component of the salary for the balance serving notice period along with other amount payable by you to the Company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the company.

4. **Increments & Promotions:** Your growth in terms of role, compensation etc., in the company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions.
5. **Agreements:** You may be required to sign necessary agreements with the company or any other client as required and complete various formalities as per agreements at the time of joining and during the tenure with the company.
You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interest of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.
6. **Deputation/Transfer:** Company may also depute you to work with any of the Group Companies or transfer your service to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. However, you shall be entitled to continuity of Service.
7. **Retirement:** The age of retirement is **58 years** or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by the medical officer/medical practitioner nominated by the Company. The Company, however, reserves the right to retain services of a superannuated employee without prejudice to its right to ask him to retire at any time after reaching the age of retirement.
8. **Other Benefits:** You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary, and you will be notified accordingly.

9. **IP, Copyright, Inventions and Patents:** All inventions, discoveries, improvements, copyrightable material, trademarks, ideas & concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements copyrightable material, trademarks, idea & concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.
10. **Data Protection:**
- a) The Employee consents to the holding & processing of personal data provided to the Company for all purposes of the administration and management of his/her employment and/or the Company's business.
 - b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
 - c) The Employee also agrees that the Company may make such data available to its advisors, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
 - d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
 - e) The Employee further acknowledges and agrees that the Company may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements.
11. **Confidentiality:** The contents of this Offer Letter are strictly confidential to the Company and the Company treats the contents of this Offer Letter as its confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.
12. **Exclusivity of Service:** You agree not to undertake employment whether full time or part time, as the Director/Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of "**Motherson technology service limited**". 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.

13. **Code of Conduct:** Your appointment with the company is subject to you agreeing to abide by the Code of Conduct and other relevant policies and procedures of the Company, as amended from time to time at the sole discretion of the Company. In this regard the Anti-Fraud policy of the Company prescribes minimum standards and requirements that the Company and all its staff must adopt, in order to implement an effective fraud risk management framework, in-line with the regulatory directives and the Company's risk appetite. This policy shall be read in conjunction with other relevant and applicable Company policies.
14. **Changes in Terms & Conditions:** The company reserves the right to make reasonable changes to any of terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect. In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.
15. All other terms and conditions of your employment will be specified on your joining day.

To accept the terms of this offer, you must communicate your acceptance on or before the acceptance deadline of five (5) days following the date of this letter, failing which this offer letter stands automatically revoked.

We are eager to welcome you to the family!

Yours truly,

For Motherson technology service limited



Signature

HEAD HUMAN RESOURCES

Annexure A

LIST OF DOCUMENTS

- 1. PAN & AADHAR Card (Mandatory)**
- 2. Identity Proof: (Any one)**
 - a) Passport
 - b) AADHAR Card
 - c) Driving License
- 3. Current and Permanent Address Proof – (Any One)**
 - a) Electricity bill
 - b) Telephone bills
 - c) Corporation tax receipt
- 4. Educational Information: All documents**
 - a) 10th mark sheet & certificate
 - b) 12th mark sheet & certificate
 - c) Graduation (if applicable): Semester (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - d) Post -graduation (if applicable): Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
- 5. Professional Information: (as applicable)**
 - a) Previous employment Appointment letter
 - b) Previous employment Relieving Letter/Experience Certificate / Service Certificate from all previous employers (if applicable)
 - c) Resignation Acceptance Letter / Email / Relieving Letter / Experience Certificate from current employer (if not currently available, it is mandatory to submit the same on the date of Joining)
 - d) Last three (3) months salary slip/salary certificate/salary account bank statement
- 6. Four (4) passport size photograph**

ANNEXURE
CONFIDENTIAL
Allowances & perquisites details - Mr. ABHISHEK PRAKASH DEORUKHAKAR

		Amount(Rs.) per month
Reference Salary	Base Salary	
	Basic	33333
	HRA (50%)	16667
	Conveyance Allowance	1600
	Uniform Allowance	4000
	Special Allowance	57537
	Leave Travel Allowance	2777
	Medical Allowance	1250
	Project Allowance	6667
	Sub Total (A)	123831
	Reimbursements	
	Bonus/Exgratia	2777
	Sub Total (B)	2777
	Retiral Benefits	
	Contributory Provident Fund (as per provisions of Act)	4000
	Gratuity (Payable as per Gratuity Act)	1603
	Sub Total (C)	5603
Total Reference Salary D (A+B+C)		132211
Annual Reference Salary		1586532
Take Home		119831
Other Benefits	Benefits	
	Insurance - Mediclaim/ Group / EDLI	1122
	Sub Total (E)	1122
CTC (D+E)		133333
Annual CTC		1599996

Remarks

Mediclaim Insurance (as per company policy)		Rs. 400000/- (4 members) 2 Lakh Base Plan & 2 Lakh Top-up Plan
Group Term Insurance		Rs.500000/-
Group Personal Accident Insurance		4799988
EDLI Insurance		Rs.702000/-