

Ref No - NLG/HR/ROL/0124

Date: 09-04-2022

**Alok Anand Dubey**  
Room N0-3, Salve Chawal, Near Bawdy Ganesh Nagar  
Shivai Nagar, Pokharan Road, No 1, Thane West- 400606

**Sub: Revised Offer of Employment**

Dear Alok,

With reference to your application and the subsequent interview held with **Atos India Pvt. Ltd.**, we are pleased to inform you that we intend to make an offer to you to join us as **Intune Engineer** with effective from on or after 18<sup>th</sup> April 2022 on the terms and conditions given in succeeding paragraphs.

- 1) You will be paid a consolidated annual CTC of Rs. 4,42,000/- (**Indian Rupees Four Lakh and Forty-Two Thousand only**) as per the attached Annexure – 1 and the same is subject to applicable taxes & deductions.
- 2) Scope:  
**Network Labs (India) Pvt. Ltd.** wishes to engage you to carry out **Intune Engineer Services** with **Atos India Pvt. Ltd., Bangalore** to perform the services throughout the term of this contract.
- 3) Evaluation:  
Your engagement will be subject to receipt of satisfactory report with regard to your medical fitness to carry out your assignment, drug tests, criminal record check and verification of the particulars furnished by you in your application and the information given at the time of your interview, including the current organization and professional references given by you.
- 4) Limitation of Liability:
  - a) You warrant that the services will be carried out with reasonable skill and care. You are engaged for your ability and expertise in the subject matter of the services upon which **Atos India Pvt. Ltd.** shall rely. In the event that **Atos India Pvt. Ltd.** suffers any loss or damage arising from information of any nature supplied by you, then you shall be liable for such loss or damage in full. **Network Labs (India) Pvt. Ltd.** will have no liability, whatsoever.
  - b) **Network Labs (India) Pvt. Ltd.** shall ensure that you work in a safe environment in accordance with a safe system of work. You shall ensure that you comply with **Atos India Pvt. Ltd.**'s rules relating to health and safety, and security policies, when providing the services for **Atos India Pvt. Ltd.** You will follow the work timings and holiday calendar as per with **Atos India Pvt. Ltd.**

- c) You will be governed by the service rules and regulations as may be promulgated by the company from time to time in relation to conduct, discipline and all other matters.
- d) You shall not engage yourself in any business activities without prior permission from the company and will not take part in activities harmful to the company.
- e) During your employment and one year thereafter, you shall keep all information furnished by us and **Atos India Pvt. Ltd.**, strictly confidential and shall not disclose it to any third party or use for any other purpose than to perform your obligations.

5) Training Period:

During the training period between 21<sup>st</sup> February – 10<sup>th</sup> April 2022, you will be subject to the following terms and conditions:

- a) You will be required to use your personal laptop for the training.
- b) Your training will be conducted Virtually / Online. Make sure you are available from 10am – 1pm along with all required necessary arrangements (Internet with proper bandwidth, power back-up etc).
- c) You need to submit all required documents before the joining date. A detailed e-mail with this regard will be shared with you separately.
- d) Network Labs (India) Pvt. Ltd. would provide you with all required support for your product learnings during the training period. However, if at any time during your training tenure, Network Labs (India) Pvt. Ltd. found your learning abilities, technical acquisitions, deliveries, or performance to be unsatisfactory and/or you are found to have committed any misconduct, we shall have the right to terminate / revoke this offer of employment.

6) Leave Regulations:

- a) Earned or Paid Leaves:  
Staff members with more than one year of experience are entitled to Earned or Paid leave of up to Eight (8) working days annually with full pay. Earned leaves must be applied and approved 2 weeks in advance by your reporting manager. Minimum number of days to be applied as PL is 3 days at a stretch. In case of Associate/Engineer with less than 1 year experience earned Leaves will be 6 days for the year, carry forward of PL for all employees is limited up to 4 days to the next financial year is allowed
- b) Sick Leave or Medical Leaves:  
Staff members are entitled to paid medical/sick leave of up to Six (6) working days annually with full pay. No carry forward of Sick Leave is allowed. If any team member takes Sick Leave for more than 2 days at a stretch, Medical Certificate had to be submitted as a mandatory process to get leaves approved.

c) Casual Leaves:

Employees can avail leaves for personal work. Casual leave should be applied for 2 days in advance with his/her reporting manager, Reporting manager will approve the same depending on the project requirement. Employees will be entitled to Six (6) Casual Leaves every year. No carry forward of Casual Leave is allowed.

All the above-mentioned Leaves can be utilized by the employee during the financial year April to March. No encashment of leaves is applicable.

7) Termination:

- a) Termination with Cause: **Network Labs (India) Pvt. Ltd.** may terminate this employment agreement immediately if you are in material breach of any provision of this contract and / or any performance issues as pointed out by **Atos India Pvt. Ltd.**
- b) Either party can terminate this employment agreement by giving **60 (Sixty) day notice** or salary in lieu thereof. However, **Atos India Pvt. Ltd.** will have the final call on your relieving date depending on the criticality of the Project assignment irrespective of the notice period.
- c) All rights and obligations of the parties shall cease to have effect immediately upon termination or expiry of this contract except that termination shall not affect the rights and obligations of the parties accrued up to and including the date of termination or expiry, except for CONFIDENTIALITY as per Clause 5 (e). You also agree to sign any document pertaining to intellectual property right or product related rights or undertaking based on client needs any time during your employment with **Network Labs (India) Pvt. Ltd.**
- d) Upon termination of your services, you shall immediately deliver up to **Network Labs (India) Pvt. Ltd.** all correspondence, reports, documents, specifications, papers, information (on whatever media) and property belonging to **Network Labs (India) Pvt. Ltd.** and **Atos India Pvt. Ltd.** which may be in your possession or under your control.
- e) This Agreement shall be governed by the laws of India and the High Courts of Bangalore shall have exclusive jurisdiction over and conflicts or matters arising out of this agreement

8) You shall abide by all the rules and regulations of the company.

9) The company reserves the right to take appropriate action against you in case at any date it is found that any information provided by you was wrong or misleading.

Please sign and return a copy of this offer letter, signifying your acceptance to the terms and conditions enunciated above.

We look forward to your joining our TEAM!

Warm regards,

**For Network Labs (India) Pvt. Ltd.**

A handwritten signature in blue ink and a circular blue stamp. The stamp contains the text "NETWORK LABS GLOBAL IT SERVICES PRIVATE LIMITED" around the perimeter.

**Santosh R Deshpande**  
**Managing Director & CEO**

**Acceptance**

I, **Alok Anand Dubey** hereby confirm that information provided by me is true and I have not hidden any relevant information from the company.

I have read and understood the terms and conditions mentioned in the offer given above and accept the same. I would be joining the company w e f **18<sup>th</sup> April 2022.**

Name: Alok dubey

Signature 

Date 11/04/2022

**Annexure 1: Salary Structure**

**Name:** Alok Anand Dubey  
**Designation:** Intune Engineer  
**PAN No.:** CEVPD4274G  
**AADHAR No.:** 9935 5382 0164

**S/o:** Anand Ramavadh Dubey  
**DOB:** 19-Dec-1996  
**Deputed to:** Atos India Pvt. Ltd.  
**DOJ:** 18-Apr-2022

	Monthly	Annual
<b>Salary Break-up</b>	<b>36,833</b>	<b>4,42,000</b>
Basic	18,417	2,21,000
HRA	7,367	88,400
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	8,200	98,400
<b>TOTAL CTC</b>	<b>36,833</b>	<b>4,42,000</b>
Less : deductions		
EPF Employee Contribution	1,800	21,600
EPF Employer's Contribution	1,800	21,600
Tax on Profession	200	2,400
Insurance (Group Medclaim & PA)	TBA	TBA
<b>Total Deductions</b>	<b>3,800</b>	<b>45,600</b>
<b>NET PAY / TAKE HOME</b> <b>(Subject to TDS Deduction as applicable)</b>	<b>33,033</b>	<b>3,96,400</b>

**Notes:**

- 1) Salary payments are subject to statutory deductions like EPF, TDS, Tax on Profession etc.
- 2) Duly approved Time Sheets need to be submitted in HRMS for our records on 1st of every month without fail. We suggest you to fill-up your timesheets on daily basis, have it approved by your Reporting Manager weekly and send us the consolidated monthly timesheets on/before 1st of every month.
- 3) You will follow the Holiday Calendar as per our Client Company's policy.
- 4) Payroll processing for employees will be on/before 10th of succeeding month on receipt of completed and duly approved Time Sheets.

**For Network Labs (India) Pvt. Ltd.**

**Signature:**




**Santosh R Deshpande**  
**Managing Director & CEO**  
**Date: 09<sup>th</sup> April 2022**

**Employee Name: Alok Anand Dubey**



**Signature:**