

February 3, 2020

To,

Mohan A Basapuri
Mobile: 7816988948
Email: hpybasapuri07@gmail.com

Sub: Appointment Letter

Dear Mohan,

With reference to your application and the interviews held with you, we are pleased to appoint you as **"Trainee Software Engineer"** in our organization on the following terms and conditions mentioned hereunder.

1. Commencement of Employment

Your employment with the company will commence on **February 3, 2020**.

2. Remuneration

- Your CTC is Rs 2, 40,000 (Two lakhs Forty thousand only) per annum.

3. Roles and Responsibilities

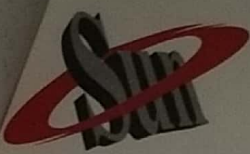
Your roles and responsibilities are attached as Annexure B.

4. Probationary Period

You will be on probation for a period of six months. During this period, your performance will be regularly reviewed. On your satisfactory completion of probationary period of employment your case for permanent absorption as regular employee of the company shall be considered by the management. The Company reserves the right to extend the probation period suitably, at its discretion. During the probation period, your services are liable to be terminated by the Company without assigning any reason and without any notice period. However, the probation period, you will be required to give two months' notice at the time of your resignation.

5. Confidentiality

During the term of your employment with the company, you will have access to and will get acquainted with various trade secrets of our company and/or our company's client. You agree that you shall not misuse, misappropriate or disclose any of the trade secrets or confidential information of any description either directly or indirectly or use them in any way either during the course of the present employment or anytime thereafter, except as required in the course of your employment with the company.



6. Non Solicitation

You agree that during the period of the employment and for one year thereafter, You shall not solicit or accept business or employment from Sun Technology Integrators Pvt. Ltd. clients or any subsidiary or affiliate, or engage in similar occupation or profession at a facility operated by the client or any subsidiary or affiliate directly or through any other company.

7. Compliance with Laws/Rules

You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives etc. and the notification therein from time to time affecting or concerning directly or indirectly the company or its business and affairs and in attending to the various duties assigned to you, from time to time.

8. Other Employment/Work

Your position is of whole time employee of the company and you shall devote your whole time, attention and abilities during hours of work to your duties exclusively to the business of the company. You will not take up any other work under any circumstances whether directly or indirectly any other job including work voluntary in nature for remuneration (part time or otherwise) or carry on a business of whatever kind or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission from the management.

9. Job Description and Duties

Your main job and duties are as set out in your written job description for the post held. The company reserves the right to change your job description or to perform different job and any such change will not constitute a change in term and condition of your employment.

10. Shift, hours of work, attendance and weekly off

Normally company run into 9 hours shifts including lunch/dinner/snacks break and you can be put into any of the shift timings as per the company's requirement and your shift timings can be changed without any prior notice.

You are required to adhere the time schedule and be punctual about the office timing. Normally Saturday and Sunday are considered to be weekly off. However, you shall work as required by the company from time to time. Your shift/working/duty hours, attendance and weekly off shall be regulated to suit the company's requirements from time to time. You may also be required to attend duties on holidays/weekly off days as per exigencies of work.

You agree to fill out time sheet on a weekly basis and Job Related form on daily basis.

11. Supervision/Control

You shall work under the supervision and control of such person/persons as decided by the company from time to time. You shall most diligently and faithfully carry out instructions or discharge the duties given to you by your superiors or person whom you are placed to work in the overall interest of the company.



12. Leave and Holidays

You are entitled to an annual holiday of 28 days, comprising of 10 public holidays and 18 earned Holidays, inclusive of casual and sick leave in each year. The leave year runs from 1st January to 31st December.

13. Notification of Sickness and other absence

If you absent from work for any reason and if your absence has not previously been authorized by the company, you must inform your immediate Manager.

Your unauthorized absence must be properly explained and in the case of absence of uncertain duration, you must keep the company informed on a daily basis.

If you absent from work due to sickness or injury which continues for more than three days, you must provide the company with a medical certificate on or before 4th day of sickness or injury and thereafter medical certificate must be provided to the company to cover any continued absence

14. Company's property

You will be responsible for safe keeping and return in good condition and order of all the company's property, equipments, instruments, tools, books etc. which may be given to you for your use, custody, care or charge. The company have the right to deduct the money value of all such things from your dues and take such other action as the company may deem proper in the event of your failure to account for such property to company's satisfaction.

15. Termination of Employment

If You desire to leave employment of Sun Technology Integrators Pvt. Ltd, you agree to give at least 2 months' written notice to Sun Technology Integrators Pvt. Ltd. Should this Agreement be terminated without cause by Sun Technology Integrators Pvt. Ltd., then you shall be afforded a 2 months' notice of said termination. In case of adversaries, Sun Technology Integrators Pvt. Ltd. has full rights to take any necessary actions. Such notice shall be given to you either verbally or in writing and if in writing shall be effective as of date delivered, or sent, if by mail to your last known address carried on Sun Technology Integrators Pvt. Ltd. files.

16. Violation of terms and conditions

If you violate the terms and conditions of employment laid out in this letter Sun Technology Integrators Pvt. Ltd shall be entitled to take legal action against you.

I accept the Terms and conditions of the employment mentioned in the above letter.

Malathi M
Senior Manager - Human Resource

Date: 3/2/2020



Mohan A Basapuri

Date: