

Date: 14 Sep 2021

LETTER OF OFFER

Dear Mr ShivaPrasadayya,

Congratulations!!!

Based on your application and subsequent discussions you had with us, we are pleased to offer you an employment with our company as Executive – Presales and the brief terms and conditions of the offer are as under, details of the same will also be shared with you at the time of joining:

1. You need to report to work on 25th Oct 2021, by 10.00 a.m. at our Corporate Office in Cyber Tower, Hyderabad to complete the joining & induction formalities.
2. You will be entitled to receive Compensation and benefits as per the Salary Break-up details shared with you as Annexure 1 to this document.
3. Your employment would be subject to the Terms & Conditions, mentioned in your appointment Letter, which will be issued to you on your joining.
4. You shall abide by all the rules and regulations of the Company, which may be changed at any time at its discretion without any requirement to obtain your consent or approval or to notify you of the same. The policies of the Company, as in effect from time to time shall form an integral part of this offer letter, the contract between you and the Company and terms of your employment with the Company shall be legally binding on you.
5. Your employment with the Company is on a full-time basis. While you are in the services of the Company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any other full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the Company or the Company's interest. Any breach of this condition on your part may lead to immediate termination of your employment with the Company.

Regd. Office & Head Quarters

Q3-A3, 10th Floor, Cyber Towers, Hitech City,
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Email : vc@peoplelinkvc.com
Web : www.peoplelinkvc.com

GST : 36AAECP6270A1ZO (Telangana)
CIN : U74999TG2007PTC056803
PAN : AAACP6270A
IEC : 0908005717

6. We have relied on the information provided by you during the interview about past employers, experience, salary as well as other details. Accepting this offer will also authorize PeopleLink and its designated agents and representatives to conduct a comprehensive review of your background credentials related to employment, personal, financial, criminal, drug history, educational and professional background verification. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or information have been suppressed by you or any of your action is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without notice and compensation.
7. **Policy Compliance** - You agree to comply with all Company policies, procedures, rules and regulations, both written and oral, as are announced by the Company from time to time. It is also understood and agreed that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company in its sole discretion without causing termination of this agreement.
8. **Attendance and Productivity** - Your daily attendance is based on your CRM/ biometric entries, hence you must abide to clock the timing in biometric machine / in the CRM. Your Performance evaluation will be done from time to time and if at any time the organization feels that you are performing consistently below expected standards, organization shall have the right to take appropriate actions.
9. **Safekeeping of equipment during use and Return of all company assets and equipment**

At the completion of the contract, you are required to return all the data and equipment back to the organization that has been assigned to you, in proper working condition. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Any damages, repair, theft or loss of the company property allocated to you will be borne by you.

10. Non-Compete and Non-solicit

- (1) It is further acknowledged and agreed that after the termination of the contract with PeopleLink, you shall not disclose any confidential information of the company to any third party whatsoever in any given circumstances. After the completion of your work tenure with PeopleLink, you will not try to poach or influence any employee of PeopleLink to join any other organization.

- (2) You will be required to maintain utmost secrecy in respect of any Project documents, commercial offers, Project cost, company's policies, Intellectual Property, 3rd Party IP, vendors, sourcing of materials, any confidential information, Company's patterns & Trade Mark and company's Human assets profile, any of our technical or other important information which might come into your possession during the continuance of your assignment with us, and you shall not disclose, divulge or make public even after completion of the contract. In case any such information is leaked by you willingly or unwillingly, the company shall be entitled to recover the entire damages and penalty from you.
11. **Mandatory Disclosure** - You must disclose any medical condition to People Link which qualifies to be a serious illness or any other condition - medical, personal or professional - which will affect the productivity of the work done by you in any way, in written email to hr@peoplelinkvc.com Failure to do so will be considered as breach of agreement.
12. **Entire Agreement**- You have been offered the employment on the basis of the particulars submitted by you. If at any time, it emerges, that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your offer pursuant hereto shall be considered ineffective.
13. **Severability** - The parties hereto agree that in the event any article or part thereof this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.
14. **Use of Images and Videos for Official Purpose** - You authorize the company to use your written content and personal images and videos for training, marketing and advertising purposes without any additional monetary or any other form of compensation for the same.
15. You acknowledge and agree that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's policies.

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PeopleLink Unified Communications Pvt.Ltd
ISO 9001:2015 & ISO / IEC 27001 : 2013 Certified Company

16. Jurisdiction: All legal matters are subject to Hyderabad, Telangana State, India Jurisdiction only.
17. Please bring along the below listed documents / details on your day of joining. Your candidature will be processed by the Accounts Department for salary processing only after you have submitted the below documents as well as any other documents that may be required any further.
- ☐ Passport Size photographs – (Recent Five Nos.).
 - ☐ Original & Photocopy of academic Certifications (all from 10th to Highest).
 - ☐ Original & Photocopy of Resignation and Relieving letter from previous employer.
 - ☐ Proof of last drawn compensation bank statements (3 months – originals, stamped by the Bank)
 - ☐ PAN card copy,
 - ☐ Aadhar card copy and address proof.
 - ☐ Form 16 (last 2 years)
 - ☐ Last 2 years Income Tax Statements

Kindly sign a copy of this letter as a token of your acceptance of this offer. Also please feel free to contact us at hr@peoplelinkvc.com should you have any questions on your employment offer.

Looking forward for a long, mutually beneficial and rewarding relationship

For
PeopleLink Unified Communication Pvt Ltd.

Authorized Signatory

Asokan AR
Director HR&Process

Acceptance of Offer

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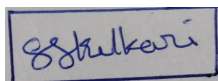
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ANNEXURE 1

1. Compensation Break up

The break-up of your total compensation is given below:

Description	Monthly	Yearly
Basic Salary	22,529	270,345
HRA	11,264	135,173
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
LTA	2,500	30,000
Meal Allowance	2,200	26,400
Special Allowance	1,914	22,973
Total Fixed pay	43,258	519,090
Variable Pay (Incentive based on the Performance)		-
Company's contribution of PF	1,800.00	21,600
Gratuity		12,998
Medical Insurance		6,312
Total Annual Compensation		560,000



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