

EXELA/HR/PUNE/APPT/2021/1982

Date: November 18,2021

Name: Sumeeth Mahesh Kubasad

Employee ID: - BACS11886

Appointment Letter

Dear Sumeeth,

With reference to your offer letter, we are pleased to appoint you as a **Software Engineer-Trainee-Software** at **Exela Technologies India Pvt. Ltd.**, based at our Pune office, on the following terms and conditions.

TERMS AND CONDITIONS

1. **Salary:** Your total CTC will be **Rs 25000/-** per month which is detailed in the attached Annexure 2.
2. **Joining date:** Your Date of Joining at Exela would be **November 11,2021**
3. **Place of work:** Your initial place of work will be Pune. However, your services are transferable and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its Associates or Customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of the location.
4. **Terms & Conditions:**
 - a) The terms of this appointment shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this appointment.
 - b) You will be required to sign a standard employment agreement on your date of joining.
 - c) You shall be required to provide the Company photocopies of all documents (Listed in the Annexure 1 of the Letter of Intent)
 - d) The Company's business involves operating 7 days a week, twenty-four hours a day. You will be expected to attend office 6 days a week as assigned to you by your supervisors. Weekly offs will be governed as per applicable regulations & Company policies.
 - e) You will be on probation for 180 Days from the date of joining; however probation may be extended by the Company at its discretion.
 - i. The Company may terminate your employment at any time without cause upon not less than 90 (Ninty) days prior written notice to you or compensation in lieu thereof.
 - ii. However, the Company may with cause immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy.
 - iii. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 90 (Ninty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization/Company.

Exela Technologies India Pvt. Ltd.
CIN: U64202MH1999PTC119911

Formerly Known as BancTec TPS India Pvt. Ltd.

Email: info-in@exelatech.com

<https://www.exelatech.com/in>

Registered Office:
T341 International Infotech Park,
Vashi, Navi Mumbai 400705.
Phone: (+91) 22 7143 9352

Branch Office:
9th Floor, Tower A, ICC Tech Park City,
Senapati Bapat Road, Pune 411016.
Phone: (+91) 20 6743 7500

Branch Office:
3rd & 4th Floor, Sharada Arcade, Bibwewadi,
Pune Satara Road, Pune 411037.
Phone: (+91) 20 6743 7400
Fax: (+91) 20 2422 1470

Annexure 2

Name : Sumeeth Mahesh Kubasad
Employee ID: - BACS11886
Designation : Software Engineer-Trainee
Department : Software

COMPANSATION COMPONENT	Amount (Rs.) Per Month	Amount (Rs.) Per Annum
Basic + DA	12286/-	147432/-
House Rent Allowance	6143/-	73716/-
Internet Charges	1000/-	12000/-
Attendance Bonus	3074/-	36888/-
Gross	22503/-	270036/-
Statutory Bonus	1023/-	12276/-
PF (Company Contribution)	1474/-	17688/-
CTC	25000/-	300000/-

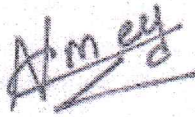
Note:-

- 1) Company's contribution towards PF is taken at 12% of Basic Salary. Employee's contribution towards PF is at 12% of Basic Salary.
- 2) The Company provides a discretionary Insurance benefit which includes coverage of
 - a) Group Personal Accident Insurance as per company policy.
 - b) Group Term Life Insurance as per company policy.
 - c) Group Mediciam Insurance as per company policy.

***Benefit for all Flexi pay options is subject to the submission of all the bills or receipts.**

Disclaimer: - This is a system generated letter and the information contained in this letter is intended only for the Personal & Confidential use of the recipient named above. Further, the message contained in this letter is deemed as read & accepted by the named recipient.

For Exela Technologies India Pvt. Ltd.



Amey Nalawade
Director – Compensation & Benefit – India

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