



HR/BNG/300/0801

18.06.2021

**Ms. Pallavi Sunil Naik,**

Nagav, Ispurli, Tal – Karvir,  
Dis: Kolhapur

Cell No.: 8749039381

Email: pnaik1179@gmail.com

**Subject: Letter of Appointment**

**Dear Pallavi Sunil Naik,**

We welcome you to Simeio Development Center Pvt. Ltd. (Simeio) and are pleased to offer you an appointment in Simeio as Associate Trainee (Band A ). Please note that the employment terms contained in this letter are subject to the Company policy.

## **1. APPOINTMENT**

a. Your date of appointment is effective from June 21, 2021.

b. You will be working at Bangalore or client location. However, you are liable to be transferred in such capacity as the Company may from time to time determine to any other location, or branch of the Company or its client location. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

c. We provide support to our global customers from various locations in India to suit customers differing time needs including on 24x7 basis. You may be required to operate from any of these locations and in non-standard business hours, as defined in Company policy and keeping in mind business needs and deliverables to customers.

d. Your Designation may be revised at the discretion of Simeio with a written intimation to you on the basis of prevalent guidelines and policies of the organization.



## **2.COMPENSATION**

You will be paid Compensation as per enclosed Annexure

## **3. LEAVES AND WORKING HOURS**

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your Project and as per the company policy.
- b. Eligible for Leave of 20 working days annually.

## **4.RESPONSIBILITIES**

- a. In view of your position, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
- b. You are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Simeio, whether directly or indirectly.
- c. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- d. We, at Simeio are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Simeio.
- e. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to Management's notice.

## **5.PROBATION & NOTICE PERIOD**

- a. You will be on probation for a period of 6 months from the date of joining.
- b. Upon completion of probation period, your services will be automatically confirmed unless given a written notice on probation extension.
- c. You will not be entitled to take leaves during notice period.



d. On completion of the probation, this contract of employment is terminable, without reasons, by the Company giving 90 days' prior written notice. However, due to the nature of responsibility assigned to you, you will be required to give 90 days' notice for separation. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires the employee to continue the employment during the notice period, the employee shall do so.

e. If you are found in breach of any of the clauses in this agreement, then Simeio may at its discretion relieve you from employment with immediate effect.

## **6. PROFESSIONAL LICENSES AND MEMBERSHIP**

You are obligated to maintain any of those professional licenses necessary for the carrying out of the functions and duties assigned to you. Said licenses include, but are not limited to, CISSP certification. Company also encourages you to gain membership in associations related to our industry or that of our clientele. Company may, at its discretion, assist with payment for those licenses or membership which both parties consider to be essential to performance of the job.

## **7. CONFLICT OF INTEREST**

- a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Company.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of 18 months from the cessation of your employment with Simeio (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Simeio to terminate their employment with Simeio or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - ii. Any customer or vendor of Simeio to move his existing business with Simeio to a third party or to terminate his business relationship with Simeio.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.



d. In case of any conflict or doubt, please discuss the matter with the Company Director, to understand the position of Simeio and resolve the conflict.

## 8. CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Simeio and in the course of your employment. This covenant shall endure during your employment (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Simeio, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Simeio.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the Company you shall disclose and assign to Simeio as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

## 10. NON-COMPETE

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you would be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the 18 months preceding the date of separation.



## 11.GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be terminated from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to or affect your commitments under this Agreement.
- b. By signing this offer, you provide consent to the Company to verify the information provided by you including the appointment of a third party to carry out the necessary verification.
- c. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- d. These employment terms supersede and replace any existing agreement or understanding, if any, between Simeio and you relating to the same subject matter.
- e. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- f. If you are absent for more than three consecutive days without any information, it will be treated as voluntary termination of employment and that you are no longer interested in working for Simeio.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment. You are also requested to provide all the documents as per list attached.

Yours truly,  
For **SIMEIO DEVELOPMENT CENTER PVT. LTD.,**

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**Vivek Vinayak Purekar**  
**Vice President, Human Resources**

I have read, understood and agree to accept employment on the terms and conditions herein.

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Pallavi Sunil Naik

Date:

Place:



### **Annexure I**

Your **Compensation** w.e.f. **June 21, 2021** will be as follows:

|                 |                             |
|-----------------|-----------------------------|
| Name            | Pallavi Sunil Naik          |
| Date of Joining | June 21, 2021               |
| Department      | 300 – IIC Operations        |
| Designation     | Associate Trainee (Band A ) |
| Location        | Bangalore                   |

| <b>Salary Components</b>        | <b>Monthly Amount (INR)</b> | <b>Annual Amount (INR)</b> |
|---------------------------------|-----------------------------|----------------------------|
| Basic Salary                    | 15,000                      | 180,000                    |
| House Rent Allowance            | 7,500                       | 90,000                     |
| Conveyance Allowance            | 800                         | 9,600                      |
| Medical Allowance               | 1,250                       | 15,000                     |
| Fuel & Maintenance Allowance*   | 2,400                       | 28,800                     |
| Leave Travel Allowance*         | 1,250                       | 15,000                     |
| Management Allowance            | 667                         | 8,000                      |
| <b>Gross Fixed Compensation</b> | <b>28,867</b>               | <b>346,404</b>             |
| Provident Fund Contribution     | 1,800                       | 21,600                     |
| <b>Total Cost to Company</b>    | <b>30,667</b>               | <b>368,004</b>             |

| <b>Additional Components</b>                            |               |               |
|---|---------------|---------------|
| <b>Insurance Policies</b>                               |               |               |
| Group Term Life Insurance Premium                       | 137           | 1,646         |
| Group Medical Coverage Premium                          | 678           | 8,139         |
| Group Personal Accident Insurance Premium               | 137           | 1,646         |
| <b>Reimbursements</b>                                   |               |               |
| Internet Bill Reimbursement                             | 1500          | 18000         |
| <b>Total CTC (assuming 100% eligibility and payout)</b> | <b>33,120</b> | <b>397435</b> |

\* Refer Annexure II for details regarding the salary components and the additional components



- a. Your monthly compensation will be subject to applicable tax deductions. You will be required to provide necessary proof of statutory investments to work out your tax deductions by 1st week of January every year.
- b. You will be entitled to other compensation and benefits in accordance with the Company policy as modified from time to time.
- c. Please note that the types and nature of the insurance policies are procured by the company and the amount of coverage for which you/ you family members are eligible is decided by the Company at its sole discretion.
- d. The amounts set out above by way of your eligibility in relation to insurance is in the nature of and to afford you and the intended beneficiaries insurance cover only and cannot be claimed by you as a reimbursement.
- e. Your compensation will be reviewed periodically as per Company policy.
- f. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your and Company's performance during your employment.

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Vivek Vinayak Purekar  
Vice President, Human Resources

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Pallavi Sunil Naik



## **Annexure II**

**\*Leave travel allowance (LTA)** is a tax exemption component provided for vacation travel. The amount is calculated on one month of basic salary. Requires employees to take 3 days of leave. This will be paid monthly along with salary. However, tax benefit is subject to providing relevant proof documents as per the company policy.

**\*Fuel & Maintenance allowance** is a tax exemption component provided to meet the running expenses of personal vehicle used for official purpose. Employees owning a 2 wheeler or a 4 wheeler can claim fuel and maintenance reimbursement as per the table below on providing relevant proofs.

2 Wheeler: 10,800 per annum: Leading to tax saving of about INR 2,160

4 Wheeler: Family Cars: INR 21,600 per annum: Leading to tax saving of about INR 4,320

4 Wheeler: Luxury Cars: INR 28,800 per annum: Leading to tax savings of about INR 8,640

This will be paid monthly along with salary. However, tax benefit is subject to providing relevant proof documents as per the company policy.

### **Additional Benefits:**

As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

a) **Gratuity:** Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act.

b) **Internet Reimbursement:** Subject to production of documentary evidence, you would be eligible for reimbursing internet charges used for official purposes.

c) **Group Term Life Insurance:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the employees with Sum Insured: INR 1,00,00,000 for Band D/E and INR 3,00,00,000 for Band A/B/C paid to the beneficiary in the event of natural death of the employee.

d) **Group Medical Coverage Plan:** You would also be enrolled under the existing Group Medical Insurance scheme of the company with a cover of INR 500,000 applicable to Self, Spouse, 4 dependent children (up to the age of 25 years).

e) **Voluntary Parental Insurance Program:** Simeio offers Voluntary Parental Insurance program with a cover of INR 300,000 for each parent/per life. Employees can nominate Self parents or parent in laws under Voluntary Parental Insurance Program by paying the premium amount of INR 5,375+GST for each parent/per life.

f) **Group Personal Accident Insurance:** You would be enrolled under the Company's GPAI scheme with Sum Insured: INR 1,00,00,000 for Band D/E and INR 3,00,00,000 for Band A/B/C payable in the event of permanent/partial disability or death due to accidents