



Date: 30-Jun-2019

Place: Bangalore

Mr. Yashwant Bokadia,  
4th Yr Student of TechnoIndia NJRIT  
431, Jain v Kumhar Mohalla,  
Post-Chandesara, Via-khemli,  
Tehsil-Mavli, Udaipur, Rajasthan 313201

Dear Yashwant,

On behalf of **InfraStack-Labs Technologies Private Limited**, we are pleased to offer you the position of **Cloud Engineer**. Your appointment is subject to approval by the Company's Board of Directors and your compensation package as outlined herein is subject to approval of the Compensation Committee of the Board of Directors. For purposes of this letter, your first day of work at InfraStack-Labs Technologies Pvt Ltd will be considered your "Employment Start Date" which is to be from 1<sup>st</sup> July 2019.

Your starting monthly salary will be **INR 25,000/-per month**, less applicable taxes and withholdings, paid monthly and subject to periodic review. You will be on training for an initial period of 3 (three) months and on probation for a period of another 3 (three) months following successful completion of training. Your transition from trainee to probation will be based on your appraisal at the end of the period of training. Once the 6 (six) months period of training & probation is successfully completed, the monthly salary will be raised to INR 30,000/-per month.

You are required to agree to the terms and conditions as described in Annexure (A, B). Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you Company retain the right to review our offer of employment and take appropriate action deemed necessary as a consequence.

Please sign and return duplicate copy of this letter as a token of your acceptance. We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

Ajith Narayanan

A handwritten signature in black ink, appearing to be "Ajith Narayanan".

CTO, InfraStack-Labs, Bangalore, India

**Annexure – A****Salary Structures**

<b>GROSS SALARY</b>		<b>INR 25,000.00 (Monthly)</b>
SALARY BREAKUP AS UNDER		
<b>PARTICULARS</b>		<b>AMOUNT</b>
BASIC	50.00%	INR 12,500.00
HOUSE RENT ALLOWANCE	25.00%	INR 6,250.00
CONVEYANCE	10.00%	INR 2,500.00
MEDICAL ALLOWANCE	7.50%	INR1,875.00
FBP	7.50%	INR 1,875.00
<b>GROSS SALARY</b>		<b>INR 23,500.00</b>
<b>DEDUCTION</b>		
PROFESSIONAL TAX		INR 200.00
INCOME TAX **		-
<b>TOTAL DEDUCTION</b>		<b>INR 200.00</b>
<b>NET SALARY</b>		<b>INR 25,000.00</b>

**\*\* - INCOME TAX WILL BE DEDUCTED AS PER PREVAILING SLAB RATE UNDER INCOME TAX ACT, 1961**

## **Annexure – B**

### **Personal Particulars:**

You will keep us informed of any changes in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heirs/nominee.

### **Nature of Work:**

You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned as per the project immediate needs and requirements.

### **Working Hours:**

The regular working hours of the company are from 09:00 A.M. to 05:00 P.M. including lunch break and tea break. Based on the business requirements, an employee may be required to work in shifts. Shift allowance will be paid to the employee as per company policy. The allowance is generally not applicable for unplanned instances such as working late or starting work early.

### **Holidays:**

You shall be entitled to 21 working days of annual leaves plus appropriate statutory holidays.

### **Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

### **Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

### **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

### **Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best Endeavour to prevent any other person from doing so.

### **Duties and Responsibilities**

- (a) The Management will expect you to work with a high standard of initiative, efficiency and economy.
- (b) During your service with the Company, you will not engage yourself directly or indirectly in any other Undertaking, Business, Employment or Activities prejudicial/detrimental to the interest of the Company.
- (c) You shall not give out to anyone, during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our manufacturing or other processes, technical knowhow, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employees.
- (d) You shall keep confidential all the information and material provided to you by or on behalf of the management or by its clients concerning their affairs to enable the Management to perform the service. This excludes only such material as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Management. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.
- (e) You will be responsible for the safekeeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

### **Restrain:**

#### **i. Access to Information:**

Information is available on a need to know basis for specific groups is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges by way of approval by project mentors/managers.

#### **ii. Restriction on Personal Use:**

Use of company resources for personal use is restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

**Leave:**

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. Three days advance intimation is required to be given for availing leave. In the event of a sick leave you will be required to furnish a doctor's certificate for the period of leave if it extends beyond 2 days of absence. The company follows time schedule and late comings are discouraged, unless otherwise notified by you in advance.

**Security:**

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information. Company expects the employees to adhere to all mandated security measures in all aspects, as communicated from time to time.

**Termination of Service:**

- iii. Either party can terminate this employment by serving a notice of one months on the other, save and except that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect or enforce the notice period service in person in form continued employment for duration of notice period, if deemed and adjudged necessary as per requirement mentioned by project team management.
- iv. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- v. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement or any other agreement you may be entered into with company at a later stage, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**Termination of Service (Probation Period):**

In the event that you decide to leave the company before a period of one year ie the Probation Period with company, the following shall apply as is the case: You will be required to give at least 15 days notice of resignation to the company or pay to the company 15 days salary in lieu of the notice.

**Standing Orders:**

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

**Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency in technical/professional skills you have declared to possess as per your application for employment and your ability to handle any

assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein. The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters, including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

(Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

**I accept above in letter and spirit.**

(Signature, Name & Date)