

Dear Keerthana M,

Congratulations!

We are pleased to offer you the full time position of "**Intern**" with a Stipend of **10,000/Month** **inclusion of TDS** based on the outcome of the interviews that you have attended with us. We trust that your knowledge, skills and experience will be amongst our most valuable assets and we are all excited about the potential that you would bring to our company.

On successful and satisfactory completion of your training period of 6 months, you will be confirmed as an employee of the company depending on your performance.

** TDS applicable as per Govt. Norms

You will be issued the offer letter on your Date of Joining. You are requested to join us on **15th December 2021**.

If you choose to accept this offer, please sign, scan, and email the letter to hr@aalamssoft.com on or before 10th November 21 and revert back to us in case of any queries.

You are requested to report to the below address on the date of joining at 9.30am.

Address :No.75, II Floor, M Block, III Avenue, Anna Nagar East, Chennai 600 102, India.

You are requested to submit the following documents through mail on joining formalities (if applicable):

*3 colored passport size photographs & 1 stamp size photograph

*Medical Fitness certificate

Address proof: Photocopies of any three of the following (2 copies)

- Passport
- Election id card
- Aadhar Card (Mandatory)
- Driving license
- Pan card (Mandatory)

Originals and Photocopies of your educational certificates:

- 10th mark sheet
- 12th mark sheet
- Degree marks sheet (All year semester marks sheets, consolidated mark sheet, degree certificate)

Photocopies of your other course experience certificates:

Email ids and phone numbers of at least 2 references. Reference email id and phone number – a must from your Training institution and College.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team.

Best regards,
Anitha M
Sr HR Executive

Dhyan

Offer Letter

Oct 13, 2021

Ms Indhumathi K
8, Periya Kaattu Thottam,
Nainampalayam, Kalingiam (PO),
Gobichettipalayam (Tk) - 638453

Dear Ms Indhumathi,

We are pleased to offer you a Software Internship position at **Dhyan Networks and Technologies Private Limited** ("Company").

The Software Internship is being offered at the Company under the following terms:


- Your monthly pay will be INR 15,000/-.
- The Software Internship at the Company is from November 01, 2021, until June 30, 2022.
- You will be required to start the Software Internship at the Company no later than November 1st, 2021.
- As a software intern you will be required to abide the policies of the Company.

You will be working with a Company Mentor who will help you in learning software technologies to enable you to meet your course requirements and successfully graduate from Nandha Engineering College ("College").

Upon successfully graduating with a bachelor's degree in Information Technology from your College no later than June 30, 2022, and upon satisfactorily completing the software internship at the Company, we would be pleased to offer you the role of a **Software Engineer-Trainee** at Dhyan Networks and Technologies Private Limited under the following terms and conditions.

1. Your annual pay will be INR 4,00,463/-. Please refer to Annexure for the details.
2. Initially you will be on probation for a period of 6 months. You will be deemed to be on probation until confirmed to services in writing.
3. You will be based at CHENNAI. You should be prepared to work anywhere in India or abroad. The Company reserves the right to transfer you to any office, department or establishment forming a part of our company or any establishment wherever our company will be having interest.
4. You will report to the Head Engineering or his/her nominee.
5. You will be eligible for leave in accordance with the rules of the Company.
6. You will be required to sign a service agreement prior to starting employment with the Company.

Dhyan Networks and Technologies Private Limited
No. 2-B, Tansi Nagar 7th Street, Taramani Link Road,
Velachery, Chennai-600 042
Phone: +91 446 633 2000 Fax: +91 446 633 2002


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7. All Company confidential information such as trade know-how, proprietary knowledge to the Company, trade secrets, methods and plans, drawings, designs etc., including Confidential information of Company's customers shall remain a secret and should be safe guarded by you at all times and you shall not under any circumstances, disclose such information to any unauthorized person(s).
8. While in employment of the Company,
 - a) You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.
 - b) You shall not take technical documents or information or copies hereof belonging to the Company outside the office unless specifically entrusted to you in writing.
 - c) If you conceive of / invent / discover / improve on any new or advanced or current methods of improving processes / formulae / systems in relation to the operation of the Company or its affiliates or customers, such developments, discoveries, or inventions should be fully communicated to the Company and will be and remain the sole right/property of the Company.
 - d) Your position is whole time employment with the Company, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the Company.
 - e) You shall not engage in any sexual harassment activities and you should refrain from any form of sexual harassment.
 - f) You shall behave in an ethical manner and not engage in any sort of theft, fraud, misrepresentation or any other illegal and unlawful acts.
 - g) If you are provided with any company assets, you shall maintain the same in good working condition and you shall return the items to the Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
 - h) You shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, and regulations, as it deems fit, without notice which shall be binding on you.
9. Non-Competition
During the employment period and for a period of two (2) years after the employment period, you shall not, without the Company's prior consent, which consent shall not be unreasonably withheld either directly or indirectly.
 - a) Hire any employee of the Company or recruit, solicit, or induce, or attempt to induce, any employee or employees of the Company to terminate their employment with, or otherwise cease their relationship with the Company.
 - b) Solicit, divert, or take away, or attempt to divert or take away, the business of patronage of any clients, customers or accounts or prospective clients, customers, or accounts of the Company and that of Dhyan Networks and Technologies Inc., Fremont, CA, USA which were contacted or served by you while in employment with the Company.
10. You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of the Company.
11. Please note that your compensation structure is personal to you, and you are requested not to share details of the same with others. All terms, conditions and payments are subject to tax laws in India and the amount of taxes will be recoverable from the payments payable. The perquisites and benefits shall cease on termination or separation. In addition, if any of the conditions of your employment or post-employment with



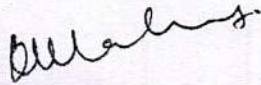

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Dhyan Networks and Technologies Private Limited are violated the Company or its representatives will take suitable actions against you as per the Indian law for damages.

12. During the period of your service with the Company, you will be required to give three months' notice or salary thereof in case you decide to leave the services, subject to the Company's discretion. In the event if you have any incomplete assignment, the Company will have the discretion to relieve you only at the end of three-month notice period. Similarly, the Company can terminate your services by giving you three months' notice or salary thereof.
13. Breach of any of the above conditions will render you liable to termination of your employment without notice or compensation.
14. You are required to submit to us at the time of your joining.
 - Photocopies of your educational qualifications
 - 4 passport size photographs & 2 stamp size photographs
 - Photocopy of your Passport, Pan card and Aadhar Card
15. Kindly indicate your acceptance by returning a signed copy of this letter so that it reaches us by **October 18, 2021**. If your offer acceptance letter is not received by us by the above-mentioned date, then the offer is automatically withdrawn.

We take great pleasure in welcoming you to our organization and are looking forward to a mutually rewarding relationship!



Mahendran Kulandasamy
Authorized Signatory

ACCEPTANCE


I have carefully and consciously gone through the entire covenants, terms and conditions of employment and have fully read and understood the above terms and conditions of employment and am accepting the same with full satisfaction without any coercion, or compulsion or duress or any misrepresentation. I will be reporting for employment on _____

Address:

Signature and Date

Name:

Dhyan Networks and Technologies Private Limited
No. 2-B, Tansi Nagar 7th Street, Taramani Link Road,
Velachery, Chennai-600 042
Phone: +91 446 633 2000 Fax: +91 446 633 2002



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Annexure

Name: Indhumathi K
Designation: Software Engineer Trainee

Salary Breakup Description	Amount (INR.)
Basic	9,500
HRA	4,750
Flexi Expense Allowance	14,300
Conveyance Allowance	1,600
Medical Reimbursement	1,250
Monthly Gross	31,400
Annual Gross	3,76,800
PF (Company contribution - Yearly)	13,680
Insurance	4,500
Gratuity	5,483
Annual Salary Compensation (ATC)	4,00,463

- * Any deduction shall be applicable as per the Government Laws.
- ** Income tax deductions, if applicable, will be as per the Income Tax Act.

Note: This Statement is only for the purpose of information and is illustrative in nature.



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21-Oct

Mr. Saswath Gv
#123 Vebkteshwara Nelaya 4Th Main
5Th Cross, Vinakaya Layout, Whitefield
Bangalore-560066

Dear Saswath,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.


Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and fifty thousand only) subject to Tax deduction. Further details are furnished in Annexure-1




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Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company


Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.




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Leave Eligibility:


You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.
- (iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.


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AVA Software Pvt. Ltd.,
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130
Website: <http://www.avasoft.com>



(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.


(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.


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Professional Ethics:

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



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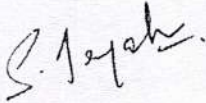
Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.


Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on or before 10th Oct 2021.

Sincerely,



Jeyasree Sankaran
Human Resources

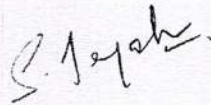


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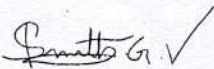
<u>Compensation Break Up</u>		
Name	Saswath Gv	
Designation	Trainee Engineer	
A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

For AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran
Human Resources


To AVA SOFTWARE Pvt. Ltd.,

Saswath GV 

Saswath Gv
Trainee Engineer

AVA Software Pvt. Ltd.,
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



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