



Date: 30-Sep-2021

Ref. No.: RT1/EEL/2122/0737

Ms. Loran Rhia D Souza
D/O Ms. Cynthia Dorathy D Souza
#17-6-369, Blue Birds Maria Nagar,
Near Jeppu Seminary, Maria Nagar Jeppu,
Mangalore, Kankanady,
Dakshina Kannada, Karnataka - 575002

Dear Loran,

We are delighted to submit to you this offer for appointment as **Trainee Software Engineer (Band B)** our team at Robosoft Technologies Private Limited. This offer letter enlists the principal terms and conditions of this employment offer. You are expected to join on **18-July-2022**.

Under the terms of this offer:

You shall be on probation for a period of six months from the date of joining. Subject to satisfactory performance, the Company will confirm your position at the end of the probation period. However, the Company reserves the rights to further extend your probation for a maximum of another six (6) months, if required

Your remuneration on a cost-to-company basis (inclusive of benefits such as the Company's contribution to Provident Fund, Gratuity, Variable Pay etc.) as discussed with you is provided in Annexure-I.

The Company reserves the right to change the position for which you are being hired and/or your duties. Your initial place of work shall be the Company's office situated at **Udupi**, but you may be required to work in any other place as decided by the Company.

Your employment with the Company will be subject to (i) all terms and conditions which will be detailed in the letter of appointment, which will be issued to you on your date of joining the Company or earlier once you have accepted this offer and (ii) the terms and conditions set forth in the Service Rules of the Company as amended from time to time.

As an employee of the Company, you will have access to certain Company confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of the Company, or its parent or subsidiary companies, or that of its customers or partners. You will need to sign the Company's letter of appointment as a condition of your employment on the day of joining as well as a separate Non Disclosure Agreement. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers, if any. Also, you represent that you are not subject to any restrictions that prevent you from working for the Company.

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Robosoft Technologies Private Limited

Plot 115, Sornthokatte, New Udupi - 575 105, India • Tel: 91 820 2593930 • info@robosoftin.com • www.robosoftin.com
Corporate ID No.: U72900KA2000PTC027961

This offer of employment is subject to the following conditions:

- a. You being found medically fit pursuant to the detailed medical check up to be carried out at Company approved hospital/ clinic;
- b. The Company obtaining a satisfactory feedback from the reference checks carried out by it and/or background verification conducted through an external agency; and
- c. All information and data furnished by you to the Company, based on which this offer of employment is made, being found true and correct.

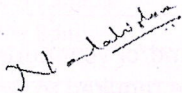
This offer letter is also subject to your executing a Service Agreement for 36 months, in the prescribed proforma with our Company, on successful completion of your academics and before joining our Company. A copy of the said proforma is available with our HR personnel for your review.

We look forward to you becoming a part of the Company. Please confirm your acceptance of this offer by signing and returning one of the original offer letters before **02-Oct-2021** after which time this offer will be considered to have been withdrawn by the Company without further notice to you.

You are expected to produce, before joining, a set of documents as mentioned in Annexure-II. Any pending documents are required to be submitted on the date of joining.

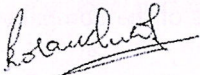
Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Best Regards,



Nandakishore K
Group Manager - Operations

I accept the Offer as outlined above

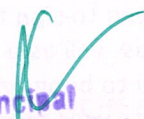


[Signature]

Loran Rhia D'Souza

[Name]

[Date]



Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

ANNEXURE - I

Your Compensation Package, on CTC (Cost to Company) basis, shall be Rs 4,50,000 per annum, as detailed below:

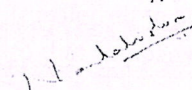
Sl No.	Component	Amount in Rupees per annum	Description
1	Basic Salary	1,80,000	Paid monthly
2	House Rent Allowance	72,000	Paid monthly
3	Conveyance Allowance	19,200	Paid monthly
4	Medical Re-imbursment	15,000	Paid monthly
5	Food & Refreshments	12,000	Paid monthly by meal coupons
6	Leave Travel Allowance	15,000	Paid monthly
7	Other Allowance	54,346	Paid monthly
	Annual Gross Salary (Total of components 1 to 7)	3,67,546	
8	Provident Fund (Employer's Contribution)	21,600	Employer's contribution paid monthly
9	Medical Insurance Premium	7,200	Paid directly by the Company
10	Gratuity	8,654	Paid directly by the Company
	Total Fixed	4,05,000	
11	Variable Pay I	45,000	Paid at the end of the year based on Individual performance
	Total CTC per annum	4,50,000	


Group Medical insurance coverage is Rs. 4,00,000 per annum.

Statutory deductions at applicable rates, towards EPF, Professional Tax, Income Tax and any other taxes as applicable shall be effected from the monthly gross salary.

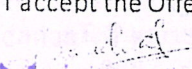
Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

Yours sincerely,


Nandakishore K
Group Manager Operations


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

I accept the Offer as outlined above


[Signature]

[Name]

[Date]

Annex II

List of documents to be brought on the date of joining

1) Identity & Address Proof:

- a. PAN Card
- b. Aadhaar Card
- c. Passport
- d. Voter ID card or Driving License or Ration Card

Two sets of photo-copies of the above documents required

2) Academic Records:

- a. Bachelor's Degree Certificate + Final Mark List
- b. 12th Standard/PUC Mark List
- c. 10th Standard Mark List
- d. PG Degree/Diploma / Any other relevant Degree Certificate + Final Mark List (if applicable)

3) Records of previous Work experience

- a. Work Experience certificate from all past employers
- b. Relieving letter from the immediate past employer
- c. Appointment Letter from the immediate past employer
- d. Pay-slips for the past 3 months

One set of photo-copies of all the above documents in SI 2 and SI 3.

4) 10 Passport size + 1 Stamp Size Photos

5) For reference and antecedents' verification:

Contact details of 2 senior team members (lead/managerial level or above)/ HR officials from your immediate 2 past companies (In case you have worked only in 1 company, please provide 2 contacts from the same company)

- i. Name
- ii. Designation
- iii. Email address
- iv. Mobile Phone number

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Date: 21 September 2021

Loran Rhia D'souza,
Mangalore

Date of Joining: 01 August 2022

Subject: Offer Letter and Terms of Employment

Dear Loran,

Congratulations! We are delighted to offer you a position of "Software Engineer" with Novigo Solutions Private Limited. You will be eligible for Stipend of Rs 10,000/- per month for the first 3 months post which your total compensation cost will be Rs. 5,00,004 per annum.

Kindly confirm your acceptance of this offer by replying to this email. If not accepted within 7 days, this offer is liable to lapse at the discretion of Novigo Solutions. On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by Novigo.

1. **Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval, will be treated as absconding from duty, and in the event that you do not report for work within ten days from the date of absence, it will be treated as "voluntary abandonment of service" and shall be deemed that you are no longer interested in the employment and have resigned from the services of the company of your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified.
2. **Location:** Your initial posting will be in Mangalore. However, your services are transferable anywhere in India as also anywhere abroad, where the affiliates of the Company do business. In case your services are transferred to any of our group Companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time.
3. **Compensation:** Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills, specific background and professional merit. This information should be treated as personal and confidential and should not be shared with anyone.
4. **Probation Period:** You will be on probation for three months from the start date of your employment and your confirmation will be communicated to you in writing after the probation period. During this period, either party may terminate the employment by providing 30 calendar days prior notice to the other party. 01 November 2022 will be considered as Start Date of employment for this purpose. (After completion of Stipend Period).

Principal

A.J. Institute of Engineering & Technology
Mangalore - 575 006

5. **Notice Period:** After the three months' probation, the prior notice period required by either party for future termination will be 90 calendar days.

Subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by Novigo Solutions "at will" and not for any specific term.
- In the event an employee requests for adjustment of his/her un-availed casual leave against the stipulated notice period then the company may in its discretion agree to do so.
- Novigo Solutions reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying 3 month's Basic salary in lieu of notice.
- In the event an employee's performance is not satisfactory and does not meet company's expectation, the company reserves the right to terminate the employment by providing 90 calendar days' notice.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, Novigo Solutions reserves its right to forfeit your salary as per the requisite notice period duration. In addition, Novigo Solutions will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the agreed notice period, Novigo Solutions is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore, considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes failure to return to work after vacation, absconding from work, taking actions injurious to Novigo Solutions business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Novigo Solutions may terminate your employment during probation or after, without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

6. **Service Bond:** You will have to sign a service bond of Rs 1,00,000/- which is for a period of 1 year from date of joining (DOJ - 01 November 2022 - After completion of Stipend Period).

7. **Working Hours:** Office working hours will be 9.00 AM to 6.00 PM and 5 working days in a week except Novigo mentioned holidays (Including National holidays and Regional holidays). Client location work timings and holidays will be applicable in case of travel.

8. **Code of Conduct:** It is imperative for you to go through and fully comprehend Novigo Solutions Code of Conduct and abide by it. This shall require you to read the Code of Conduct and signify your acceptance in writing.

9. **Background Check:** This clause is applicable during your probation period also. Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, Novigo Solutions may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Novigo Solutions client requires background checks to be conducted as an eligibility condition for working on projects if you are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, Novigo Solutions reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

This letter supersedes all other communication or commitments, if any, made during the selection process.

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below.

We look forward to having you in our team.

Yours Sincerely,
For Novigo Solutions

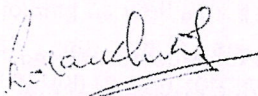


SHIHAB KALANDAR - Director - Human Resource

Date: 21 September 2021

Place: Mangalore

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance I duly acknowledge the receipt of the letter of employment. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)



(Signature of the employee)

Date:

Place:

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Annexure- A: Salary breakup Monthly, Annually and other benefits.

Novigo Solutions Private limited Empire Building, 4 th Floor, MG Road, Mangalore-575003		
Private & Confidential		
SALARY DETAILS		
Annexure A		
NAME	Loran Rhia D'souza	
DESIGNATION	Software Engineer	
PARTICULARS	Monthly Salary AMOUNT (INR)	Annual Salary
BASIC	6,250	75,000
DA	6,250	75,000
HRA	5,000	60,000
STATUTORY BONUS	1,042	12,504
CHILDREN EDUCATION ALLOWANCE	200	2,400
HOSTEL EXPENDITURE ALLOWANCE	600	7,200
LEAVE TRAVEL ALLOWANCE	521	6,252
MOBILE/INTERNET ALLOWANCE	500	6,000
SPECIAL ALLOWANCE	3,137	37,644
MONTHLY GROSS (MG)	23,500	2,82,000
RETIREMENT BENEFITS		
Company Contribution to PF	1,500	18,000
FIXED GROSS = MG + RETIRALS	25,000	3,00,000
Annual Variable	3,333	39,996
Joining Bonus	1,667	20,004
TOTAL	30,000	3,60,000
Performance Bonus	11,667	1,40,004
TOTAL COST TO COMPANY	41,667	5,00,004

- Annual Variable will be paid at the end of 1-year completion from the date of joining and is linked to the individual performance and company performance for the financial year.
- Joining bonus will be paid at the end of 6 months completion from the date of joining.
- Performance Bonus will be paid on a quarterly basis.
- For Payment of Annual Variable, Joining Bonus & Performance Bonus, 01 November 2022 will be considered as Date of Joining (After completion of Stipend Period).

Benefits / Flexible Reimbursements

You will be covered under the medical insurance coverage policy for self & dependents for expenses related to hospitalization due to illness, disease or injury. This covers self and Dependents (spouse & maximum of two children). You are also covered under the Accident Life Insurance Policy.

Accidental Life Insurance Cover of INR 10,00,000

Medical Insurance Cover of INR 3,00,000

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006