

**Strictly Private & Confidential**

13 June 2024

**Mangalore**

Dear **Rachana Rao**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join GlowTouch Technologies (hereafter referred to as 'Company') as per the below terms and conditions:

**Role – Graduate Engineering Trainee**

**Date of Joining – 20 June 2024**

Your annual total earning potential will be **INR 267170.00** /- and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with GlowTouch Technologies will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with GlowTouch Technologies is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with GlowTouch Technologies, we request you to send an email to [hrteam@GlowTouch.com](mailto:hrteam@GlowTouch.com) to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at GlowTouch Technologies and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:


Shyamprasad Hebbar

Full Name: **Rachana Rao**

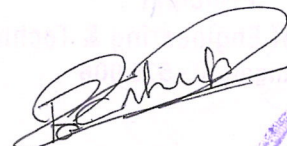
**Senior Vice President – Corporate Services**

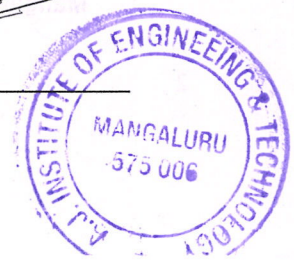
Date : **13 June 2024**

1

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

Candidate's signature \_\_\_\_\_





**Strictly Private & Confidential**

**Annexure I**

CTC	267170.00
Gross Benefit Amount	18800.00
Other Benefits	300.00
Contribution Amount	3164.00
Recurring Deduction Amount	1941.00
Net Take Home Before Tax	16859.00

GROSS BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Basic	Fixed	12140.00	145680.00
DA	Fixed	3519.00	42228.00
Advance Bonus	Fixed	3132.00	37584.00
Special Allowances	Fixed	9.00	108.00

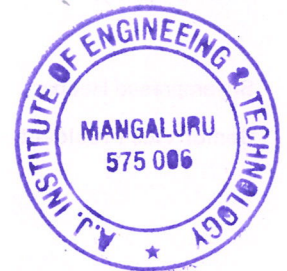
OTHER BENEFITS			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Medical	Fixed	300.00	3600.00

CONTRIBUTION		
COMPONENT NAME	MONTHLY CONTRIBUTION	YEARLY CONTRIBUTION
Employer PF	1800.00	21600.00
Employer ESI	611.00	7332.00
Gratuity	753.00	9036.00

RECURRING			
COMPONENT NAME	NATURE OF COMPONENT	MONTHLY REMUNERATION	YEARLY REMUNERATION
Employee PF	Fixed	1800.00	21600.00
Employee ESI	Fixed	141.00	1692.00

Principal

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



Candidate's signature

*[Handwritten Signature]*

**Strictly Private & Confidential**

1. **Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESIC corporation on employee account which is mandatory**
2. **Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
3. **Mediclaime insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only\* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. \*As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.25% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

**ANNEXURE 2****DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with GlowTouch Technologies, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by GlowTouch Technologies or employment with GlowTouch Technologies, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into GlowTouch Technologies premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to GlowTouch Technologies, including any such documents or materials from my previous employer. To the extent I feel that my employment at GlowTouch Technologies would require me to bring any third party documents or materials to GlowTouch Technologies I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from GlowTouch Technologies. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle GlowTouch Technologies to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: Rachana Rao

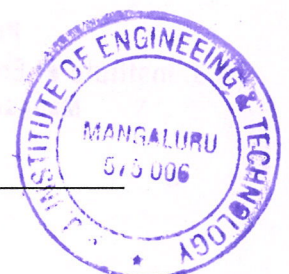
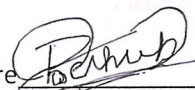
Date : 13 June 2024

3

Principal

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

Candidate's signature




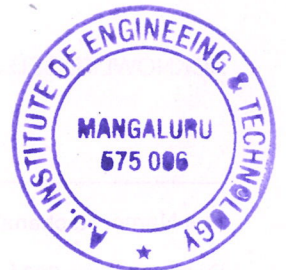
**Strictly Private & Confidential**

**ANNEXURE 4**

**REQUIRED DOCUMENTATION (To be submitted on the day of joining)**

- 1) Six (6) copies of your recent passport size photographs
- 2) GlowTouch Technologies offer letter (signed on all pages)
- 3) GlowTouch Technologies Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

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



Candidate's signature \_\_\_\_\_