

**Appointment Letter**

**Jan 11, 2021**

**Ms. Nagula Prathina Reddy,**

**Dear Nagula Prathina Reddy,**

Further to the interviews and the discussions you had with us, we are pleased to appoint you in the position of **“Software Engineer - Trainee”, Grade- A1** in our **“QualityLeap LOB”** continues to be one of the major contributors to our growth. Your role in building this **LOB** with matured service offerings, focus on tools and automation and to be a partner of choice for our customers and prospects is critical as we move into our growth path in this **LOB**.

Your compensation and the terms of your appointment are as stated in the annexure.

Please note your appointment is contingent to:

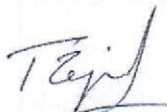
1. Successful back ground verification check.
2. Your accepting the organization’s terms of employment, “employment agreement” and company policies existing and modified from time to time You may therefore review the terms and return a copy of this letter duly signed as a token of your formal acceptance.


You will be based at one of our Hyderabad Offices.

ValueMomentum has pleasure in welcoming you on board.

We look forward to the prospect of a long and mutually rewarding professional association.

Sincerely,  
For ValueMomentum Software Services Private Limited

  
Rajesh Tatineni  
Human Resources

  
NAGULA PRATHINA REDDY (Jan 11, 2021 20:17 GMT+5.5)

I accept the terms of this Letter  
(Signature)

VALUE MOMENTUM  
Software Services Private Limited  
CIN: U72200TG2000PTC035410

VALUEMOMENTUM TOWERS  
Plot No. 36 & 37, Survey No. 115/1 & 115/22 Financial District, Nanakramguda Village,  
Gachibowli Serilingampally Mandal, Hyderabad - 500032, Telangana. Tel: +91 40 6733 8400 Web: www.valuemomentum.com

## 1. Employment Agreement

### a. Code of conduct

During the period of your employment, you will commit the best of your capabilities and endeavor to work diligently.

### b. Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know how, or inventions of ValueMomentum or its affiliates or any client, agent contractor or vendor. You shall not disclose the identities and other related information of any clients. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

### c. Conflict of interest

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 (except as shareholder or debenture holder) in any other trade or business, during employment with the company, without written and explicit permission from the company.

## 2. Assignments/Transfer/Deputation.


Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/transfer/other assignments to our sister companies, associate companies, client's location or third parties whether in India or abroad. In the event of such assignments, the terms and conditions of the service applicable to the new service will govern your employment. You shall, only at the request of the company, enter in-to a direct agreement undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customers may reasonably require protection of its legitimate interests.

## 3. Termination of employment.

a) Either party can terminate this employment by serving a notice period of 90 days to the other in writing.

Employee terminates employment by resigning:

-Employee may pay basic salary in lieu of the notice period.

  
NAGUL PRATHINA REDDY (Jan 11, 2021 20:17 GMT+5.5)

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-Employee may surrender eligible leaves in his/her credit

In keeping with the organization commitments to their customers, the employer at discretion of employee's supervisor and HR policy considerations will determine as to which of the above options are acceptable. Additionally, the employer can insist and make it mandatory for the employee to discharge his /her responsibility for a minimum period of 60 working days out of total notice period of 90 days or can insist to serve the entire 90 days of notice period.

Employer terminates employment:

-If the employer terminates the employee and wants to relieve the employee with immediate effect, the organization will pay basic salary to the employee as applicable for a month's period

-In the event the termination is due to 1. Integrity issue 2. Unethical conduct 3. Breach of term or terms in the employment agreement, the organization at its sole discretion can choose to relieve the employee by making a final settlement that takes into account attendance till EOD along with the credit balance of leaves if any.

b) In case of employees governed by service agreements for serving a minimum stipulated period, the employees may exercise option under clause 3(a) only after the stipulated service period agreed to and provided thereon.

c) Unauthorized absence or absence without permission from duty for a continuous period of more than 3 days would make you lose your lien on employment based on UNETHICAL CONDUCT. In such cases your employment would automatically come to an end without any notice of termination. This does not, however, relieve you from your obligations as given in clause 3(a).

e) You will be covered by company's code of conduct as defined from time to time. Any breach thereof or non performance of contractual obligations or the terms and conditions laid down in this agreement would lead to termination without any notice notwithstanding any other terms and conditions stipulated here in.

e) Reference check will be made from your previous employers. In case there is any adverse report against you, which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminated your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

**4. Statement of facts**


It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per the application, and on the ability to handle any assignments/ job independently anywhere in India or overseas. 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 standards set by the company, the company shall have the right to terminated your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated here in.

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## 5. Restraints

### a) Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Accesses to these are authorized through access privileges approved by the unit head. You should not be accessing information that is not related to your project.

### b) Escalation/Exception reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job a suitable policy will be formulated/evolved.
- For every policy standards of measurements will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standard will be monitored and brought up for discussion in review meetings. If such deviation could wait till review meeting.
- Alternatively if such deviation will pose a threat and if not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

### c) Authorization

Only those authorized by a specific power of attorney may sign legal documents representing the company.

### d) Smoking

We owe and assure a smoke free environment for our employees. Barring some areas, the entire office premises including conference rooms and lobbies is declared a no smoking zone.

### e) Passwords

Access to our network, development environment and email is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten the Administrator is to be contacted to reset and allow you to use a new password.

### f) Unauthorized software

You shall not install, download, copy, and duplicate any un-authorized or licensed software programs, games, attachments on to your computer systems.

### g) Physical security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed who takes care of the security. Those of you who wish to work late or early



hours are requested to produce your identity cards to security personnel on demand. If there is a need to take some of the equipment/infrastructure out of the office premises for any reason the employee shall obtain the gate pass from the security staff after the authorization from your unit head. There are two types of gate passes a) returnable b) non-returnable.

#### **h) Communication security**

The communication security is maintained by controlling physical access to computer systems, disabling all workstations floppy disk drives and a company wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, the company may use sophisticated data encryption devices. Your work-table and storage space is lockable. Please ensure they are locked when un-attended. Duplicate keys are maintained with security. One can take a duplicate key after signing for it for ones own or team member's table or storage.

#### **i) Destroying papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

#### **j) Use of Company Resources**

You shall use the company's resources only for official purposes.


### **6. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for deputation/secondment abroad, you will be required to sign a deputation agreement with the company and also execute a surety bond on such terms, as the company may deem appropriate. You need to do this only when you are deputed abroad. (This agreement will consist, inter alias, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving the company for a stipulated period).

### **1. Intellectual Property Rights**

All intellectual property rights, including but not limited to patents, copyrights, Designs, Trade marks and semiconductor chips and other service assets developed by you during office time or using company infrastructure, or while performing or discharging official duties shall be the sole and exclusively property of the Company and the same shall be deemed to be "work made for hire". You will execute/sign such documents for the purpose of assigning such intellectual property, as and when required by the company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the company.


### **2. Jurisdiction**

  
NAGULAKRISHNA REDDY (Jan 11, 2021 20:17 GMT+5.5)

Even though the company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in Hyderabad only.

### 3. General

The above terms and conditions including those in Annexure –A (salary breakup) are based on company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as traveling, leave retirement, code of conduct etc you will be governed by the rules of the company as shall be in force from time to time.

  
NAGUL PRATHINA REDDY (Jan 11, 2021 20:17 GMT+5.5)

I accept the terms of this letter  
(Signature)



**Stack up details of Compensation**

**Name: Ms. Nagula Prathina Reddy**

Components	Monthly Amount	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Special Pay	11001	132008
Provident Fund Contribution	1800	21600
ESI	0	0
Gratuity ( payable as per gratuity act)	433	5192
<b>Flexible Benefits:</b>		
Sodexo	2500	30000
LTA	1667	20000
<b>Total</b>	<b>30000</b>	<b>360000</b>
<b>Annual Component ()</b>	<b>Variable</b>	<b>0</b>
<b>Total Annual Gross Salary</b>	<b>360000/- (Rupees Three Lakhs Sixty Thousand Only)</b>	
<b>Deductions:</b>		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional tax	200	
Total Deductions	3800	
<b>Income Tax</b>	<b>As applicable</b>	

**Note:**

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
2. You will be entitled to other benefits like Group Medclaim Scheme and Group Personal Accident Insurance.

*Tajid*

Rajesh Tatineni  
Human Resources

*NPR*  
NAGULA PRATHINA REDDY (Jan 11, 2021 20:17 GMT+5.5)

Candidate Signature

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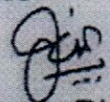
VALUE **M**OMENTUM

Deliver Value Drive Momentum

Mantri Developers Private Limited  
SEZ PERMANENT IDENTITY CARD



Name : Nagula Prathina Reddy  
VAM ID : INT 0116  
Date of Issue : 06-Jan-21  
Valid Upto : 31-Aug-22  
S. No : VSS/012021/P01805

  
Managing Director

SEZ Authorised Officer

ValueMomentum Software Services(P) Ltd  
Mantri Developers Private Limited  
Special Economic Zone  
15th, 16th & 18th Floor, IT/TES SEZ, Mantri Cosmos-II,  
Mantri Developers Private Limited, Financial District,  
Nanakramugda R.R. District. Hyderabad-500032.