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Gts

GLOBAL TECHNOLOGY SERVICES

Ref No: EMP/GTS-248956

Date: 05 August 2020

CONFIDENTIAL – OFFER OF EMPLOYMENT

Name: GAJI SINDHU

Address:

H.No:8-6-11/7, F No:103,
Sudha Arcade, Engineers Colony,
Chintalakunta, Rangareddy,
L B Nagar, Telangana-500074

Dear Sindhu,

With reference to your application and subsequent interview, we are pleased to make you an Offer Letter with **Global Technology Services** as **Business Development Manager (BDM)**. You are required to **Report on 06-08-2020 at 03:30 P.m.**, at the address: **Global Technology Services, 71, LVS Arcade, Madhapur, Jubilee Enclave, HITECH City, Hyderabad, Telangana 500081.**

Your post carries an initial remuneration of **Rs 6,00,000/-** per annum.

Please refer **Annexure A** for details on the compensation and statutory deductions.

Acceptance Terms:

Your appointment will be effective on your Joining date, i.e. **06th August 2020**. Please contact us immediately if you require an alternative Joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to **Global Technology Services**.

Warm regards,

Hr-Team

Yogesh

(Gts) Global Technology Services Pvt Ltd.

Signature_____



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Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job not later than **06th August 2020**. In case you do not report on the agreed upon date, **GTS** may deem that you have declined this offer.

Office Hours: Our usual office hours are of 9-hours duration every day, Monday to Friday, with one hour normally allowed for lunch. Your office hours can change in the future since we support work requirements across different time zones globally

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. Kindly note that refusal to participate in a training Programme without any extraneous circumstances would lead to automatic termination of your employment.

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 here under also use your best endeavour to prevent any other person from doing so.

This offer letter and your employment with the company are subject to:

A) Satisfactory results of a complete background and reference check carried out by the company.

B) You are required to sign of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexure annexed herewith (if applicable). Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the company without any notice period or compensation and without any reasons thereof.

Probation/Conformation:

You will initially be on probation for a period of **Three to Six Months** from the date of joining, which may be extended or reduced at the sole discretion of the company. If your services are either not confirmed or not terminated on completion of the initial period of probation, the probationary period will stand automatically extended till the date of issue of an order of confirmation or termination, as be case may be.

Assignments/Transfer/Deputation:

You will be initially based in **Hyderabad**. However, Global technology, at its discretion can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

Verification of particulars:

You acknowledge and agree that the company has offered you employment based on the specific information and records furnished by you. All particulars furnished by you vide your application are taken to be true and correct. In case any of these particulars turn out to be false or incorrect on verification, the company may at this absolute discretion elect to terminate or suspend your services without any notice or assigning any reason thereof.

Signature_____



GLOBAL TECHNOLOGY SERVICES

Termination of Employment:

- A) During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, The Company reserves the right to terminate your services without notice.
- B) Unauthorized absence or absence without permission from duty for a continuous period of 7 working 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.
- C) 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, 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.
- D) You have to agree client Package and location after Your probation period (company Client or other company. Pan India Locations), otherwise company will terminate you.

Harassment:

Global Tech is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Global Tech, and may also include termination of your services.

Resignation:

- A) In the event of you deciding to resign from the services of company you will have to give one-month prior written notice to the company.
- B) On or before the date of resignation you shall completely be signed off from our projects or works assigned till date and you shall support to the company in all the relieving process as started by the company.
- C) The date of relieving from the company will be at the sole discretion of the company & Client Company.

Mandatory period of service:

In consideration of impartation of training, you shall work in the Company at least for a period of 12 months from the date of successful completion of training.

During such period of training (including on job training) and Mandatory Period of Service of 12 months thereafter, you shall not leave, abandon or resign from the services of the Company.

Signature_____

Code of conduct:

- A) Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly, your salary any changes made to it are strictly confidential. You shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- B) You shall maintain proper discipline and dignity of your office and shall deal with all matters With sobriety.
- C) You shall inform the company of any changes in your personal data within three days of the occurrence of such change.
- D) your salary would be count from your training starting date.
- E) in your Reporting time you have to submit Education Documents, Aadhar card and Pan Card on time, if not submit documents intime Your offer letter going to be cancelled.

Other Conditions:

- I. The company expects you to work with a high standard of initiative, efficiency and economy.
- II. You will devote your entire time to the work of the company and will not directly/ indirectly undertake any business or work for any company or entity or person other than Global Technology Services.
- III. You will be responsible for the safekeeping and return in good condition and order all the property of the company which is in your possession, use, custody or change. You shall make good of any loss or damage that occurs to any company property which is in your possession/ custody.
- IV. You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the company.
- V. You agree that any proprietary rights whatsoever, including but not limited to , patents, copyright and design rights as a result of the development of and / or the application of all work produced by you during or as a consequence of your employment , whether alone or in conjunction with others and whether improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the company shall belong to the company absolutely.
- VI. Upon the termination of your services for any reason, you shall immediately cease to use the company's marks and /material provided to you by the company and will execute a Non-disclosure & Non-compete Agreement and an Employment Agreement with the company in the prescribed format.

Signature_____



- VII. You will not at any time hereafter, without the consent in writing of the company's or except under any legal process, divulge or make public any matters relating to the company's transactions or dealings, which are of a confidential character.
- VIII. You will be true and faithful to the company in all your accounts, dealings and transactions relating to the business of the company and if called upon, shall render a true and just account thereof to the company or to such persons as shall be authorized to receive the same.
- IX. You agree to indemnify the company for any losses or damages sustained by the company which is caused by you or related to your breach of any of the provisions or obligations set out in this letter.

ANNEXURE - A

NAME	Ms. GAJJI SINDHU
TITLE	BUSINESS DEVELOPMENT MANAGER
LOCATION	HYDERABAD
COMPONENTS	Per Annum
BASIC (@30% OF TOTAL FIXED PAY)	1,57,404
HRA (@50% OF BASIC)	78,696
CONVEYANCE	3,5640
BONUS / STATUTORY BONUS	31,680
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	18,888
FLEXIBLE COMPONENTS OF TFP	2,02,368
TOTALFIXEDPAY. (1)	5,24,676
TOTAL VARIABLE PAY(TVP) (2)	30,852
ADDITIONALBENEFITS. (3)	44,472
Provident Fund	39,348
INSURANCE PREMIUMS	5,124
TOTAL..... = (1) + (2) + (3)	6,00,000

Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updating of Permanent Account Number (PAN) details in the Company's records.

Signature_____