

hyperspace.

Appointment letter

Date: 29th January 2024
Reference: hs/12-2023/dzn-int/1

To:
Diwakar Sastry Mula, Hyderabad
Mobile: +91 8309060850
Email: diwakar.mula@gmail.com

Sub: Appointment letter for the role of 'Graphic Designer Intern' at hyperspace.

Dear **Diwakar**,

Congratulations on being selected for the role of 'Graphic Designer Intern' at hyperspace. Below are the offer details.

Position	Graphic Designer Intern
Stipend	Rs. 15,000/- per month
Internship Tenure	3 Months
Location	hyperspace headquarters, Hyderabad
Date of Joining	01 February, 2024
Working Days	6 days a week
Notice Period	1 Month

Note: You need to submit the documents as mentioned below at the time of joining. Note that failing to join as per the joining date this offer stands withdrawn, unless intimated in writing.

We welcome you to hyperspace and look forward to a mutually fulfilling association.

BELOW DOCUMENTS TO BE CARRIED ON THE DATE OF JOINING:

2 Photos	Copy Of Experience Letter(s) (As Applicable)
Copy Of All Education Certificate Starting From X	Copy Of Previous Company Relieving Letter (As Applicable)
1 Copy Of Permanent Residential Address	Copy Of Last 3 Months Payslip (As Applicable)
1 Copy Of Signature & Photo Identity	Copy Of Previous TDS Certificates (As Applicable)
1 Copy Of Pan Card	Details Of 2 References Each Personal & Official

- All the above-mentioned (applicable) documents shall be shared with the hyperspace HR team prior to the joining date.

Yours faithfully,
For Hyperspace Retail Labs Private Limited



Authorized Signatory

Ms. Nandini Bashamoni

Subject - Offer of Appointment

Dear Nandini,

It is our pleasure to welcome you to Vaanara Technologies Private Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as an Intern in Product Development operating out of our Hyderabad office.
2. You acknowledge that you are a student pursuing B.Tech/CSE at **CMR Engineering College, Medchal, Seethariguda-501401**, bearing **Roll No. 217R1A6716** .
3. Your tenure of engagement is valid upto 3 months, and can be extended upon an NOC from your institution.
4. You will be paid a stipend of Rs. 5000/- (only) during the first term of engagement (6 months) of internship and this will be revised to Rs. 7500/- (only) for your second term (i.e next 6 months).
5. Your employment with us will be governed by terms and conditions as specified in Annexure-B.
6. You are required to join on **17th August 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
7. On the date of joining, you are requested to report to Raghuvveer Chitgope and complete the joining formalities at **Vaanara office, Madhapur, Hyderabad**. At the time of joining, you are expected to carry originals of the documents as per Annexure – C and submit the copies of the same to Raghuvveer Chitgope.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Raghuvveer Chitgope latest **16th August 2023**.
9. For any clarification / further Information on Employment terms and conditions, please get in touch with **Raghuvveer Chitgope (Email: raghuveerc@vaanaratechnologies.com)**

For **Vaanara Technologies Private Limited**,



Raghuvveer Chitgope
Founder ,
Vaanara Technologies

Accepted

Date:

Signature of Candidate:

Annexure-B (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Check List of Documents), **Annexure-D** (Confidentiality Agreement).

1. **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 Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

2. Deductions:

a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.

b) Statutory Deductions: Vaanara shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities.

And also, you shall, upon request by Vaanara , provide documents/proofs of such payments.

Notes:

1. To be eligible for the bonus, you will be employed during the payout of the bonus and must have completed complete year with the organization.
2. To sustain our employee's growth we have an annual appraisal program, one that drives your pay increase based on performance of yourself and the company performance.
3. As Vaanara is growing continuously, we are working on a medical insurance package where you can insure yours and your immediate dependents, for a company said fixed coverage. This package will start in effect from Jan 2020 to all the employees of Vaanara.
4. You will be entitled for vacation as per your seniority in the organization. As a new joinee you will avail 12 working days as vacation and other leaves as per the company and client policies.
5. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
6. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
7. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

For **Vaanara Technologies Private LTD (Vaanara),**

Raghuveer Chitgope

Founder Vaanara Technologies

Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with 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 Vaanara Technologies Private LTD or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its 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) Employee data

By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will 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 (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/NonSolicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of Vaanara

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Vaanara
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Vaanara's clients (except as directed by Vaanara or), directly or indirectly.
- (iii) You will not be employed by a client of Vaanara or for which you performed services while employed by Vaanara.
- (iv) You will not solicit or induce Vaanara associates to join a client or to compete with Vaanara .
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to Vaanara will either be Intellectual Property of the Vaanara/ or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Vaanara or the Client.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

Either party can terminate this employment by serving a notice of 60 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Vaanara may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

- (a) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (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.
- (c) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or nonperformance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (d) Reference check will be made from your previous employers and other references as may be deemed appropriate. 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 terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (e) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke

this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(f) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) 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 assignment/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 terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies as communicated to the associates of Vaanara Technologies Private Limited. By signing a copy of this letter, you are consenting that you will get familiar with Company's policies. Vaanara Technologies Private Ltd reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Vaanara Technologies Private Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Vaanara Technologies Private Limited. You understand and accept that you shall have no authority to pledge the credit of Vaanara Technologies Private Limited to any person or entity without Vaanara Technologies Private Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. Access to these are authorized through access privileges approved by your line manager.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, 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).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Vaanara/ or the Client.

10. Jurisdiction

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.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) 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 services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/alterd from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Vaanara Technologies Private Ltd to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

Annexure – C – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts · Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization.

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Vaanara Technologies Private Ltd's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport

Please submit copy of the valid Passport (inclusive of all blank pages).

(g) PAN Card and Proof of PAN Number

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

Name :

Signature :

Date :

Annexure D - Confidentiality Agreement

I understand that during my employment with Vaanara Technologies Private Ltd, I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Vaanara Technologies Private Ltd. and is under an obligation to prevent this disclosure.
- 3) Information from Vaanara Technologies Private Ltd's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Vaanara Technologies Private Ltd and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Vaanara Technologies Private Ltd because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Vaanara Technologies Private Ltd.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Vaanara Technologies Private Ltd.
 - I will not, during and after my employment at Vaanara Technologies Private Ltd, publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Vaanara or to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Vaanara / Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Vaanara Technologies Private Ltd, or at any other time at Vaanara Technologies Private Ltd request, I agree to return promptly all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Vaanara Technologies Private Ltd which in any way were obtained by me during my employment at Vaanara Technologies Private Ltd. which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Vaanara Technologies Private Ltd upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Vaanara Technologies Private Ltd.
 - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :

Signature :

Date :



akshitha Reddy <akshitha.pallagulla@gmail.com>

Internship Offer Letter

8 messages

Vineeth Kuna :: Kshema <vineeth.k@kshema.co>

Fri, 10 Nov 2023 at 5:26 PM

To: akshitha.pallagulla@gmail.com <akshitha.pallagulla@gmail.com>

Dear Pallagula Akshitha Reddy,

We are pleased to offer you an internship at our company Kshema General Insurance Ltd. Your internship shall commence on 10.11.2023.

Please consider this mail as internship offer letter and confirm your acceptance of the terms of this offer by 11.11.2024 failing which, we have the right to cancel the internship.

We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Thanks & Regards,

Vineeth Kuna

Talent Acquisition Specialist



Phone: +91 8978655853

Web: <https://kshema.co>

#413, 4th Floor, My Home Tycoon,

KundanBagh, Begumpet, Hyderabad,

akshitha Reddy <akshitha.pallagulla@gmail.com>

Fri, 10 Nov 2023 at 5:28 PM

To: Vineeth Kuna :: Kshema <vineeth.k@kshema.co>

Accepted.

[Quoted text hidden]

akshitha Reddy <akshitha.pallagulla@gmail.com>

Sat, 11 Nov 2023 at 12:40 PM

To: tinkuyadav0852@gmail.com <tinkuyadav0852@gmail.com>

[Quoted text hidden]

akshitha Reddy <akshitha.pallagulla@gmail.com>

Sat, 11 Nov 2023 at 12:58 PM



Date: 30th January, 2024

**Mr. Abhilash Panja
Hyderabad**

Sub: Your Offer of Internship in *ChipSil Technologies Private Limited*

Dear **Mr. Abhilash Panja,**

Welcome to *ChipSil Technologies*. It gives us immense pleasure in inviting you to join *ChipSil Technologies Private Limited* ("*ChipSil Technologies Private Limited*" or the "**Company**") as one of its valued members. We believe the growth of an organization is fueled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES on our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an internship in *ChipSil Technologies* as **Engineer Trainee**.

We prefer you to join us by **1st February, 2024**. We wish to share with you the detailed terms and conditions which will govern your internship with *Chipsil Technologies* and also some Associate-related guidelines applicable to all interns of *Chipsil Technologies*, including yourself. All these Terms and Conditions are subject to change based on business requirements, and you shall abide by the updated policies. Please note that your appointment is subject to background check as applicable.

This offer letter represents the entire agreement between you and *Chipsil Technologies* and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon *Chipsil Technologies*. It cannot be modified except in a signed agreement and it supersedes any other representations or promises made to you by any one, whether oral or written.

1. Compensation & Benefits:

You will receive no compensation during internship period for a period of 6 months.



2. Documents:

You are advised to provide the following documents at the time of joining:

- a) SIX Passport and THREE Stamp size photographs
- b) Originals of all Educational certificates (10th, 12th, Degree and PG)
- c) Copy of any Government ID proof (UID, PAN card, Ration card etc)
- d) Copy of Passport – first and last page (if available)

3. Terms and Conditions:

Your employment is conditional to the following terms and conditions

3.1. Working Hours:

The standard work week is five days. The standard workday is 8 hours. The normal work schedule for most staff members is 40 hours a week. The work week commences on Monday morning and ends the following Friday evening. Associates are expected to follow the client's working hours and holidays while on deputation to client's site.

3.2. Employment Terms:

a. Service Rules: Your services in *Chipsil Technologies* will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

3.3. Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

3.4. Past Record: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

3.5. Responsibilities: You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision



of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

3.6. Confidentiality: You are expected to maintain utmost secrecy in regard to affairs of *Chipsil Technologies* and shall keep any information of *Chipsil Technologies*, whether written or oral, confidential. Please note that the terms and conditions of your services with *Chipsil Technologies* shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of *Chipsil Technologies*. If required by *Chipsil Technologies* or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of *Chipsil Technologies* and/or its Clients.

3.7. Leave Eligibility:

You are entitled to leave benefits during your employment with the Company. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility are provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

3.8. Transfer of Associate

Chipsil Technologies has the right to transfer you to any locations across India or Abroad or to transfer you to work for its Group companies or for its Clients, at their respective locations, as per the business requirements.

3.9. Probation & Confirmation:

Staff members joining on regular employment shall be on a period of probation for six (6) months. *Chipsil Technologies* reserves the right to waive this probation period, based on credentials of the staff member. However, *Chipsil Technologies* reserves the absolute right to terminate the employment or association of a staff member during probation, with immediate effect, if the staff member's performance is found to be less than satisfactory.



3.10. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with *Chipsil Technologies* or its Clients will be deemed as work done for hire and it belongs to *Chipsil Technologies* perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by *Chipsil Technologies*, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to *Chipsil Technologies* during your tenure with *Chipsil Technologies* or otherwise.

3.11. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 3 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

3.12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.



Yours sincerely,

For CHIPSIL Technologies Private Limited

SD/-

Authorized Signatory

I have carefully read and understood the above offer including the terms contained in the agreement and I agree that the provisions of this letter are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature:

Name:

Date:

KAPIL SOFT SOLUTIONS (P) LTD

2nd Floor, Kapil Kavuri Hub, Nanakramguda, Gachibowli, Hyderabad – 500 032
CIN NO-U62099TS2023TC177429

Ref: KSOFT/APPT/1223/002

Dated: 4th December 2023

Ms. N. Manoja
30/D-BHEL,
Township,
Hyderabad – 502 032
Mobile # - +91 8367249728
E-mail – manojanandigam@gmail.com

Dear Manoja,

Sub: OFFER LETTER

Further to the application for employment with us and the subsequent selection process, we are pleased to offer you the Role of **“JUNIOR ANALYST”** at our SOFTWARE DIVISION.

As an employee of Kapil Soft Solutions (P) Limited, you will be guided by the rules and regulations of the Company. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. Hence you are requested to contact the HR for Policies / Rules / Regulations, which are applicable to you. You are expected to adhere to these rules and regulations and work to the best of your abilities on tasks and responsibilities assigned to you by your in-charge and management of Kapil Soft Solutions (P) Limited.

We are confident that Kapil Soft Solutions (P) Limited will provide an outstanding opportunity for you to develop your career further and accomplish your professional goals. You will work in an exciting and professional work environment and have opportunities for continuous learning.

This offer of appointment is valid for a period of five days from the aforesaid date mentioned in this letter. This offer of appointment is issued in duplicate. Please sign all pages of the offer, and submit to us before the end-date, as token of your acceptance. Otherwise, this offer of appointment stands cancelled.

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The terms of appointment are as given below,

1. LOCATION: -

Your present reporting location will be 2nd Floor, Kapil Kavuri Hub, Nanakramguda, Financial District, Hyderabad – 500 032.

2. REMUNERATION: -

You shall be entitled to an all-inclusive compensation of **Rs 2,40,000/-** per annum. The compensation will be reviewed on annual basis. In addition to the above, Company will provide no other allowance such as HRA, Conveyance or any allowance. All the Statutory and Regulatory deductions will get carried out as per the prevailing regulations.

3. COMMENCEMENT OF EMPLOYMENT: -

You shall report for work at the Company's office on 6th December 2023.

4. DUTIES: -

- 4 (A) You shall be directly reporting to "**Head Operations**" of Kapil Soft Solutions (P) limited.
- 4 (B) You shall use your best energies and abilities on a full-time basis to perform the employment duties assigned to you by "**Head Operations**". Your employment shall comply with all rules, regulations, and procedures of the Company. During your employment, you shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company. You shall not divulge any confidential information of, or violate any agreement with, your prior employers or their clients. You shall not indulge in any act of commission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which affect the Company prejudicially, immediately as it comes to your knowledge.
- 4 (C) Owing to the mission critical assignments undertaken by the company, you may be required to work on weekdays / paid / public holidays for the company, whenever called upon to do so.

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4 OWNERSHIP OF WORK: -

Any product created, service rendered during your employment, including but not limited to any intellectual property in relation thereto will be for and on behalf of the Company shall solely and exclusively belong to the Company. If you conceive any new or advanced methods of improving process/formula/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.

6. CONFIDENTIALITY: -

- 6 (A) Your employment, you will acquire or develop confidential and proprietary Information concerning the Company and its dealings and method of dealings with its customers (and their clients or end users) and employees and you also will develop relationships of special trust and confidence with the Company's customers (and their clients or end users) and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that, both during your employment and always thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees.
- 6 (B) You also agree that details of your employment contract are strictly confidential between you and the Company. You agree not to disclose these details (inclusive of but not limited to salary, resignation, notice period, last day of work with us) to any third parties whosoever. Should you fail to comply, you agree to pay damages equivalent to two months of your salary to Company.

7. NON-COMPETITION & NON-SOLICITATION

- 7 (A) During the period and until one (1) year following the termination of your employment for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly solicit the business (or otherwise deal in a manner adverse to the Company with) or provide any software engineering, consulting or programming services to the customer of the Company for which or for whose benefit you have provided services during your employment, either directly or indirectly solicit the services of (or otherwise deal in a

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manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment. You further agree that:

7 (B) The Company shall be entitled to injunctive relief as well as damages for any violation by you of This Agreement (which shall survive the termination of this Agreement and your employment); are intended to be enforced in accordance with their terms but that such terms shall be deemed modified as necessary to fully render them valid and enforceable permissible by applicable law.

8. SAFEKEEPING AND RETURN OF COMPANY PROPERTY

You will be responsible for the safekeeping and return in good condition or order of all the Company's properties, which may be in your use, custody, care of or charge. The company shall have the right to deduct the monetary value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.

9. TERMINATION OF EMPLOYMENT

9 (A) If you involve in willful misconduct the company reserves the right to terminate you immediately. In case of non-performance or otherwise the company will provide you with Thirty days advance notice of termination of employment. You likewise will provide the company with Thirty days advance notice of your resignation from employment. You cannot offset the notice period against any accrued leaves or salary in-lieu of. You must serve the notice period.

9 (B) At the time of resigning/termination you shall handover or return to the company's designated officer the entire records, documents, and property of the company in your possession including company leased / rented / owned assets.

This offer letter represents the total terms and conditions of your employment, and it supersedes all prior statements, discussions, and understandings. The Company reserves the right to change its policies from time to time. You would be informed in writing about any change in the Company policy. During your employment with the company, you shall be subject to all rules and regulations, as are made / amended by the company.

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Best Wishes,

Yours Truly,
For KAPIL SOFT SOLUTIONS (P) LIMITED



K Vasantha Devi
DGM – HR & Operations

ACCEPTANCE

I, Manoja, agree to accept the employment on the terms and conditions mentioned in this appointment letter. I have read and have understood the terms and conditions governing my employment with Kapil Soft Solutions (P) Limited.

I confirm to join Kapil Soft Solutions (P) Limited on 6th December 2023.

N. Manoja.