

Date: 03/07/2024

To,
Abdul Raja S
House No-15/1, Ashok Nagar,
Karaikudi-630002

Letter of Intent

Dear Abdul,

With Reference to your Application for Suitable position in our company and subsequent interview, we are pleased to offer you for the position of **Repair Specialist – Service Force** with **Aaasma Microbiz Pvt. Ltd.** at our location **Hyderabad(Telangana)** for **Oneplus** project. Your Annual CTC is **Rs.2,80,189/- (Rupees Two Lac Eighty Thousand One Hundred Eighty-nine Only)**. Breakup of your CTC is attached as per Annexure.

As Discussed, your date of Joining will be **04th July'24** At the time of joining, you are requested to submit the various photocopy documents along with self-attested of: -

- Educations Certificates
- Last Salary Slip
- Relieving Letter
- ID Proofs
- Address Proof
- 4 copy of recent passport size Photographs

Joining Terms & Conditions: -

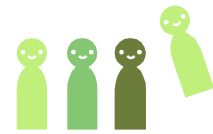
- That you will be on Probation for 3 Months from the Date of Joining and Confirmation will be subjected to your Performance.
- That Notice period will be 30 days before leaving.
- That you can be transferred/Posted anywhere in India.
- That During probation Period your service will be Liable to termination
- That you not join office/company of any our stakeholder till 3 months from the date of resignation/termination from our company/group companies.
- That you shall not Divulge secrets of the Company.
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Yours Sincerely
For Aaasma Microbiz Private Limited



Authorized Signatory
(H.R. Department)

Received and Accepted



AAASMA MICROBIZ PRIVATE LIMITED

AAASMA MICROBIZ PRIVATE LIMITED			
ANNEXURE – CTC DETAIL			
Name	Abdul Raja S		
Designation	Repair Specialist		
Department	Service Force		
DOJ	04 th July 2024		
Location	Chennai(Tamil Nadu)		
Components of CTC	Per Month	Per Annum	Remarks
Basic	18416	220992	
HRA	0	0	
Conveyance	0	0	
Children Edu. Allowance	0	0	
Medical Allowance	0	0	
Others	0	0	
Bonus	1534	18409	
Total Gross (A)	19950	239401	
Less Employee P.F.	1800	21600	
Less Employee E.S.I	150	1800	
Professional Tax	0	0	
Net Payable (Take Home)	18000	216001	
Employer's P.F.	1950	23400	
Employer's E.S.I	649	7788	
Gratuity	0	0	
Medical Insurance	800	9600	Fixed
Total (B)	3399	40788	
TOTAL CTC =(A +B)	23349	280189	

***All other Perks and Benefits will be as per Company Rules.**





03 July 2024

Sabarinathan Raja
No 111/11, Thiruvappur, No 9, Usilangulam, 8th Street, Pudukkottai, Tamilnadu, India-622003.

Dear Sabarinathan Raja,

It is with immense pleasure that we hereby offer you the position of **Test Associate** in **Band "B1"** and **Level "L1"** as per the organization structure with a total compensation of **INR. (₹ 1,50,000.00) per annum (One Lakh Fifty Thousand Rupees Only).**

The Payout structure will be as detailed below:

Fixed Components	Per month (INR)	Per annum (INR)
Basic Salary	5,000	60,000
HRA	2,500	30,000
Transport Allowance	1,000	12,000
Medical Allowance	500	6,000
Statutory Allowances	1,000	12,000
Special Allowances	1,106	13,272
Gross Pay (a)	11,106	133,272
Employer's Contribution to PF	1,033	12,396
Employer's Contribution to ESI	361	4,332
Retirals (b)	1,394	16,728
Fixed CTC(a+b+c)	12500	150,000
Cost to Company (a)+(b) +(c)+(d)		150,000

Please note, your compensation will always be measured as Cost to Company, which includes the Company's Contribution to your Provident Fund account.

List of Documents to be submitted on the Day of Joining

- Photocopies of all educational certificates and mark sheets (10th, 12th, degree, PG, diploma etc).
- Photocopies of all employment letters (offer, experience, relieving and appraisal letters of all previously worked companies).
- Photocopy of last drawn pay slip.
- 3 passport size photos.
- Photocopy of a valid Passport.
- IT declaration form.
- Form 16 from previous employer / Tax computation sheet in original
- Photocopy of PAN Card.
- Photocopy of driving License and / or Voter's ID.

The original documents for the above may also be produced, which will be returned to you after verification.

Terms & Conditions of Employment

- You are requested to join on **05-07-2024** at your base location **Bengaluru**. During your tenure at Indium you can work in **On-site** model. The Company will have the right to transfer you to any other location if required as the company may, from time to time determine.



2. When assigned in projects, you will report in to your project Supervisor at Customer Site or at Indium. When not assigned on projects, you will report to the Head of Resource Management Department at Indium.

3. Non-disclosure clause

You must observe strict secrecy and shall, at no time without prior consent of the Company, in writing, disclose or divulge or make public except on legal obligations, any information regarding the Company's affairs or Administration or Marketing or Sales or any research carried out whether the same is confined in you or become known to you in the course of your service or otherwise.

4. Clause of Non-Compete

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. 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.

Where your services with the Company are terminated as per the terms and conditions of the appointment or at any time thereafter in any other manner or you resign from the services of the Company, you shall not join any person or form any organization or join any other company having business relationship, directly or indirectly, with Indium without prior written approval from the Management or form any configuration to carry out business similar/identical to the business carried on by our Company INDIUM SOFTWARE (INDIA) PRIVATE LIMITED for a minimum period of 2 years.

5. Use of Company Resources

You are required to deal with company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with Company material, documents or theft or misappropriate regardless of the value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the appointment letter.

6. Confidentiality

All works such as Development, Modifications, Improvisations in the form of Programs, Studies, Reports, Manuals, Products etc., carried out for the Company in India or / and abroad, with your direct / indirect involvement shall be the property of the Company. The copyright for the work will be with the Company and you will not have any claims on the same.

7. Code of Conduct

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.

8. Variations of Terms, company Policies

You agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force. The key current policies will be made available to you on a request basis; however you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time.

You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may time to time at its discretion revise, modify, add, delete or replace any of the Policies and/or Codes. You agree to be bound by all such changes.

9. Termination of Employment

- a) The employment contract may be terminated either by the company or by the employee without assigning any reason by giving 90 days' notice or equivalent basic pay in lieu of the notice period.
- b) The decision of buying notice /serving notice is subject to the discretion of the Company and the decision of the Company will be final.
- c) In case the employee breaches any of the terms of employment or acts in such a manner that hamper the interest of the Company, or in case of acts of misconduct, the Company reserves the right to terminate the employment without assigning any reason and without any notice period.
- d) Unauthorized absence or absence without permission from duty for a continuous period of 7 day would make you lose your lien on employment. In such case your services could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.
- e) You will be governed by the Company's laid down Code of Conduct and if there is any breach of code of conduct or nonperformance of contractual obligation or the terms and conditions laid down in this letter, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- f) Your appointment is subject to background checks such as Reference check, Pre-employment, Criminal, Education, Address, Drug Screening, CIBIL Score Check (If required), Identify verification checks as applicable but not limited to the checks listed here. In the event Indium receives any adverse report about you which may be detrimental to the company or if Indium opines that the information furnished by you is not true, then, the company reserves the right to terminate Your services immediately on the ground of misrepresentation of facts and the company shall not be liable to pay amount what so ever.

The Company is excited about the many ways you will contribute to the challenges ahead of us as well as providing you with a rewarding career path. The Company looks forward to your accepting this offer.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the terms and conditions mentioned above.

With warm wishes

For INDIUM SOFTWARE (INDIA) PRIVATE LIMITED



Mahendran Dilli
Senior Vice President - People Operations