

Date: 12-May-21

Ms Mohana Lakshmi Sala

LETTER OF OFFER

Dear **Mohana Lakshmi Sala**,

With reference to the discussions you had with us, we are very pleased to offer you an appointment in our organization as “**Trainee Engineer**” on the following terms and conditions:

1. Your date of commencement of Employment will be on or before **12-May-21**
2. Your work location will be **Wissen Infotech- Hyderabad**
However your services can be transferred/ deputed to any other branch/client location depending upon the Project requirements.
3. Your annual salary (CTC) will be **Rs 300000.00/-**. The breakup of salary is shown in the Annexure – A attached.
4. Your employment with us will be governed by Terms & Conditions referred in Annexure - B.
5. Please bring along the listed documents mentioned in Annexure - C on the day of your joining.
6. You are requested to report between 11:00AM to 11:30AM at our office situated at Wissen – Hyderabad, Q4,9th Floor, Cyber Towers, Madhapur, Hyderabad.
7. As a token of your acceptance of this offer, you are requested to sign on the copy of the offer and confirm by return email.
8. This offer is subject to your commitment for a period of 2 years with the company

In case of further clarifications, please communicate with Mr. Kiran Kumar Ganapathi (Tel : 040-68237001 or email: ‘kirankumar.ganapathi@wisseninfotech.com’)

We welcome you to **Wissen** and look forward to a long and mutual beneficial relationship.

With Best Wishes
For Wissen Infotech Pvt Ltd



Silpa Moola
Manager - Talent Acquisition

Annexure – A (Salary Structure)

Name: Mohana Lakshmi Sala
Designation: Trainee Engineer
DOJ: 12-May-21

	Monthly	Yearly
BASIC	12500	150000
House Rent Allowance	5000	60000
Adv Bonus	1041	12495
Allowances	4032	48390
Gross Pay	22573	270885
Provident Fund	1800	21600
CTC Gratuity	601	7215
Life Insurance	25	300
Total Pay	25000	300000
TOTAL FIXED COST(TFC)		300000

With Best Wishes
For Wissen Infotech Pvt Ltd



Silpa Moola
Manager - Talent Acquisition

Annexure – B
Terms & Conditions of Employment

1. Duties

- a. You will be employed in the position of “**Trainee Engineer**” which will require you to perform the tasks as discussed and agreed upon by the team at Wissen and yourself, as may be amended from time to time by Wissen and such other tasks as may be required by Wissen. You will be expected to do your job to the best of your ability at all times.
- b. You will be required to comply with Wissen rules, regulation and policies from time to time in force, including without limitation, those policies set out in Wissen Policies and Procedures.
- c. Unless specified in writing, you shall not be authorized to enter into any contractual obligation on behalf of Wissen or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Wissen.

2. Probation

You will be on probation for a period of 90 days from the date of your joining duties. The same, may however, be extended by the management on its own discretion. On completion of probation and subject to your performance being found satisfactory, you shall be confirmed in writing by the management. If you are not confirmed on or before the expiry of original period of probation, your probation deemed to have been extended even though no information is given to you in writing to that effect. During the probation/extended probation, the company has the liberty to dispense with your services with a notice of two weeks or gross salary in lieu thereof.

3. Termination of employment

- a. Upon confirmation the employee/employer has to give 30 days’ notice or pay (gross salary) in lieu thereof. However, if the employee is allocated to the project, the employee/ the employer has to give a notice of 90 days for terminating the employment. The company reserves the right to either pay or recover gross salary in lieu of the notice period.
- b. Upon receipt of project end date from the client, the employer shall give a notice of 30 days intimating employee about the same and it is binding on the employee to complete the project and get him/herself relieved from the services of the company. If the project is completed before the end date, the employee is at liberty to get relieved him/herself before completion of the notice period. By any reason, if the project end date gets extended beyond 30 days’ notice, the employee is under obligation to complete the assigned project.

- c. Once the project allocated to the employee is completed, the company, at its best, will try to provide alternative employment in other projects provided the skill sets of the employee are meeting the requirement of alternative project.
- d. In case the company couldn't find an alternative employment and kept the employee on the bench, the employee/the employer has to give 30 days' notice or pay (gross salary) in lieu thereof for termination of the employment.
- e. If your performance is not found to be satisfactory or not up to the expectation, your services are liable to be terminated with one month's notice (gross salary).
- f. Unauthorized absence or absence without permission from duty for a continuous period of 7 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.
- g. Your behavior will be governed by the Company's code of conduct "Integrity – The Spirit & the Letter of our commitment". You will be required to acknowledge the receipt of the same and make a commitment to abide by the rules laid down in the policy. If there is any non-compliance with the same or non-performance of contractual obligation of the terms and conditions laid down in this agreement, your services 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 interests.
- h. It is Wissen's policy to conduct Background Verification of all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications and upon reference checks to be conducted by Wissen being successfully completed. In case there is any adverse report against you through either reference check or if you have provided us with any false declaration or willfully suppressed any material information which may be detrimental to the interests of the company, the company reserves the right to terminate your services without notice (notwithstanding any other provisions), on the grounds of misrepresentation of facts.
- i. Wissen is extremely serious about creating a safe environment at workplace. Wissen reserves the right to terminate your contract without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH committee.

4. Transfer/Assignment

You should recognize that during the course of your employment, as per the business need, it may be necessary to rotate you in other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. Wissen therefore reserves the right to change your roles and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform. In such case you will be governed by the terms and conditions of service applicable to the new assignment

5. Hours of work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of your employment. Please refer to Wissen’s Policies and Procedures for further details. If you are working in client location, you will be following the working hours and holiday list of your client.

6. Remuneration

Your annual salary (Cost to the company) will be payable in accordance with Company’s standard payroll practice and subject to applicable withholding taxes. Your salary includes basic salary, HRA, Conveyance, Allowances, Bonus and Flexi Basket. In addition to the above, you will also be entitled to other perquisites like Co.’s contribution of PF, ESI, and Bonus & Gratuity as per company’s rules. Please refer to Annexure A for complete break up of your salary components.

7. Leave

a. You are eligible for 25 paid leaves in a calendar year as per the following break-up which are calculated on pro rata basis.

Casual Leaves	06
Sick Leaves	06
Earned Leaves	13

b. Refer to the Wissen Leave Policy for the complete guidelines pertaining to all leave types.

c. All leave scheduling and organization will be arranged to ensure smooth business operation and manager’s approval is required prior to your scheduling or changing any leave.

d. Employees working at client location have to apply on leave tool at Wissen too.

8. Performance Appraisal

Depending upon your performance on the job, your compensation will be revised periodically and you will be entitled to compensation and benefits in accordance with the company policy as modified and intimated to you from time to time.

9. Confidential Information

During the period of your employment, you will have access to highly confidential information of Wissen and the client that you work for. You are required to execute a Non-disclosure Agreement for protection of such confidential information. Your employment is therefore subject to and conditional upon you signing and returning the Non-Disclosure Agreement to Wissen and complying with the terms thereof, at all times.

10. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

11. Intellectual Property Right

All intellectual property rights, including, but not limited to, Patents, Copyrights, Methodologies, Designs shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company.

12. 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 of the parent companies) in any other trade or business, during your employment with the Company, without written permission from the Company.

13. Foreign Nationals

In case you are not an Indian national and under any law required to obtain applicable visa/work permit/authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with Wissen.

You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is complied with at all times.

14. Overseas Service Agreement

If sent for onsite training, 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.

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
- (iii) Serving the Company for a stipulated period.

15. Notices

Any notices required to be given by a party to another, shall be sent either by first class post, which shall be deemed to be received seven working days later (unless returned by post) or by facsimile or by email transmission, which shall be deemed to be received the next working day, provided the notice is also sent by post the next working day after transmission.

16. Authorization

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

17. Jurisdiction

The jurisdiction concerning any dispute arising out of your employment will be the courts in Secunderabad only.

18. General

The above terms and conditions including those in Annexure – A (Salary break up) are based on prevailing Company policies, procedures and other rules currently and are subject to amendments and adjustments from time to time.

You undertake to be bound by any rules and regulations enforced by Wissen from time to time in relation to conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

Declaration:

This is to certify that I have gone through and understood all the terms and conditions mentioned in the Offer of Appointment, Annexure A, B, &.... and I hereby accept and agree to abide by them:

Name in full : Mohana Lakshmi Sala
Signature : *S. Mohana Lakshmi*
Address : D.No: 9-75, Salipeta, Akividu, west Godavari dist, 534235, AP.
Date : 12/05/2021
Place : Akividu, Andhra Pradesh.

With Best Wishes
For Wissen Infotech Pvt Ltd

M. Shilpa

Silpa Moola
Manager - Talent Acquisition

Annexure C

You are requested to get the below documents on your date of joining.

- Updated Resume
- Acceptance copy of Wissen's appointment letter signed by you on all pages
- Valid Work Permit issued by Government of India, if applicable
- 10th Class mark sheet & certificate
- 12th Class mark sheet & certificate
- Bachelor degree mark sheets (all semesters and consolidated)
- Bachelor degree certificate / convocation certificate/Provisional Certificate
- Master degree certificate / convocation certificate
- Diploma mark sheets (all semesters and consolidated)
- Diploma certificate
- Any other certificates
- Appointment letter, relieving letter & experience certificate of all previous companies
- Present company's appointment letter
- Present company's relieving letter
- Present company's experience certificate
- Present company's salary slips (last two months)
- Address Proof- Current as well as Permanent Address (Driving license / voters ID card / ration card / electricity bill / mobile bill /rental agreement)
- Blood group and RH type report
- 5 latest passport photographs
- Aadhar Card (both original & photocopy)
- PAN Card (both original & photocopy)
- Passport (both original & photocopy)
- Latest 3 months' pay slip
- Full & Final Settlement
- Latest Form 16
- Tax declaration Form
- Cancelled Cheque Leaf or Bank Statement of Salary Account (Preferably ICICI Bank)