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Offer letter, admission letters/Copy  
of students ID/Fee Receipt/Course  
completion certificate

AY 2020-21

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# VAGDEVI DEGREE COLLEGE

(Affiliated to Acharya Nagarjuna University)

(College Code : 116)

Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Ph : 9247025166

## Students' performance of job placements and progression to higher education AY 2020 – 2021

Name of student placed / enrolling into higher education and contact details	Program graduated from	Name of the employer with contact details / Name of institution joined
THAVVA MOHAN KASI VISWANADH	BCOM (RES)	Cubespace Technologies
TIRIVEEDI SATISH	BCOM (RES)	Infotel India
USALA HARITHA	BCOM (RES)	Lean Data Technologies
USTHALA PREM KUMAR	BCOM (RES)	Cubespace Technologies
UYYALA NAGALAKSHMI	BCOM (RES)	Infotel India
VAJRALA SIVA REDDY	BCOM (RES)	Lean Data Technologies
VANKADAVATHU SANKAR NAIK	BCOM (RES)	Cubespace Technologies
VEERAMRAJU LAKSHMI NAGA PRATHYUSHA	BCOM (RES)	Cubespace Technologies
VELPURI BENJIMAN	BCOM (RES)	Infotel India
VEMULURI SAIKUMAR	BCOM (RES)	Infotel India
YELURI GAYATHRI	BCOM (RES)	Hinduja Global Solutions
AGADI THARAKA RAMUDU	BCOM (RES)	Cubespace Technologies
ANIMIREDDY ESWARI	BCOM (RES)	Lean Data Technologies
ANNANGI LIKITHA	BCOM (RES)	Lean Data Technologies
ARDITI SIVA RAMA KRISHNA	BCOM (RES)	Infotel India
AVUKU VENKATESH	BCOM (RES)	Cubespace Technologies
AAVULA VENKATA RAMANA	BCOM (RES)	Lean Data Technologies
BACHU VARALAKSHMI	BCOM (RES)	Cubespace Technologies
BADDULA SUNITHA	BCOM (RES)	Infotel India
BHUVANAGIRI SIVA NAGA DURGA PRASAD RAO	BCOM (RES)	Cubespace Technologies
BODA TRIVENI	BCOM (RES)	Lean Data Technologies
BOINA VENKATA NARENDRA	BCOM (RES)	Infotel India
BONTHA VENKATA NARAYANA	BCOM (RES)	Cubespace Technologies
CHADALAVADA RAMAKRISHNA	BCOM (RES)	Infotel India
CHAKIR YESAIAH	BCOM (RES)	Cubespace Technologies

CHAMAKURI VENKATA KOTESWARA RAO	BCOM (RES)	Cubespace Technologies
CHANDRAGUNTLA GURUBRAHMAM	BCOM (RES)	Lean Data Technologies
CHILAKA SAGAR BABU	BCOM (RES)	Lean Data Technologies
CHIMATA VENKATA NAGA SAI RAM	BCOM (RES)	Cubespace Technologies
DARA ABHILASH	BCOM (RES)	Infotel India
DASARI BALAKRISHNA	BCOM (RES)	Lean Data Technologies
DEVARAKONDA ANJALI	BCOM (RES)	Cubespace Technologies
DEVARAPALLI REENU ALEX	BCOM (RES)	Cubespace Technologies
DUKKIPATI VAMSI PRIYA	BCOM (RES)	Lean Data Technologies
DUPATI BHASKAR	BCOM (RES)	Infotel India
GANDEPALLI KUMARA SAI	BCOM (RES)	Lean Data Technologies
GANJANABOINA GOPAIAH	BCOM (RES)	Infotel India
GARNEPUDI BHANU TEJA	BCOM (RES)	Cubespace Technologies
GOPU MAHESHBABU	BCOM (RES)	Lean Data Technologies
GORANTLA SIVANARYANA	BCOM (RES)	Infotel India
JETTI SRIKANTH	BCOM (RES)	Cubespace Technologies
JETTIPATI AKHILA	BCOM (RES)	Infotel India
JORIGA AMMORAIAH	BCOM (RES)	Cubespace Technologies
JUJJURI BRAHMAIAH	BCOM (RES)	Lean Data Technologies
KAKUMANU RAJESH	BCOM (RES)	Infotel India
KAMMAMPATI MAHESHBABU	BCOM (RES)	Lean Data Technologies
KANDRAGUNTA ISWARAYYA	BCOM (RES)	Cubespace Technologies
KANDUKURI MURALI	BCOM (RES)	Lean Data Technologies
KARRE SWARNADEEPIKA	BCOM (RES)	Infotel India
KATARI PAVANKALYAN	BCOM (RES)	Cubespace Technologies
VEERAMREDDY NAGA SRAVANI	B.Sc (MPC)	Hinduja Global Solutions
VEERLA APPARAO	B.Sc (MPC)	Hinduja Global Solutions
VISHNUMSETTY VENKATA KRISHNA	B.Sc (MPC)	Hinduja Global Solutions
YETUKURI RAMAKOTESWARA RAO	B.Sc (MPC)	Hinduja Global Solutions
BAYYAVARAPU VAMSI	B.Sc (MPC)	Hinduja Global Solutions
BIJJAM APARNA	B.Sc (MPC)	Hinduja Global Solutions
CHIRATHANANDLA KALYAN CHAKRAVARTHI	B.Sc (MPC)	Hinduja Global Solutions
DASI ADHILAKSHMI	B.Sc (MPC)	Hinduja Global Solutions
GADIDAMALLA NAGA DIVYA	B.Sc (MPC)	Hinduja Global Solutions
GUDEPU SIVASANKAR REDDY	B.Sc (MPC)	Hinduja Global Solutions
KANDULA VENKATESH	B.Sc (MPC)	Hinduja Global Solutions
KANUGULA CHANDRASEKHAR	B.Sc (MPC)	Hinduja Global Solutions

KATARU SWAPNAKUMARI	B.Sc (MPC)	Hinduja Global Solutions
MATTE VENKATA GOPI KUMARA SWAMY	B.Sc (MPC)	Hinduja Global Solutions
MELAM SAGARIKA	B.Sc (MPC)	Hinduja Global Solutions
SHAIK SUHANA	B.Sc (MPCS)	Hinduja Global Solutions
SHAIK VYAKANTI MASTANBASHA	B.Sc (MPCS)	Hinduja Global Solutions
TALLAM RIKITHA	B.Sc (MPCS)	Hinduja Global Solutions
TAMMINENI NAVYA	B.Sc (MPCS)	Hinduja Global Solutions
TANNERU POLENDRA	B.Sc (MPCS)	Hinduja Global Solutions
TELLAGORLA SURESH	B.Sc (MPCS)	Hinduja Global Solutions
THIRUMALASETTY SRIKANTH	B.Sc (MPCS)	Hinduja Global Solutions
THOKALA GOPALA KRISHNA	B.Sc (MPCS)	Hinduja Global Solutions
UPPALAPATI GOWTHAM	B.Sc (MPCS)	Hinduja Global Solutions
VADITHE NAGAMANI BAI	B.Sc (MPCS)	Hinduja Global Solutions
VATTEM SIVA SINDHU	B.Sc (MPCS)	Hinduja Global Solutions
VELPULA SRAVANI	B.Sc (MPCS)	Hinduja Global Solutions
VEMULA SAI	B.Sc (MPCS)	Hinduja Global Solutions
VEMULA SAI KIRAN	B.Sc (MPCS)	Hinduja Global Solutions
YAMPARALA YALAMANDARAO	B.Sc (MPCS)	Hinduja Global Solutions
YENIGANDLA MOHAN CHANDU	B.Sc (MPCS)	Hinduja Global Solutions
AMBATI NAGAMALLESWARI	B.Sc (MPCS)	Hinduja Global Solutions
AMMADIPUDI UDAY KIRAN	B.Sc (MPCS)	Hinduja Global Solutions
BADDIPUDI MOUNIKA	B.Sc (MPCS)	Hinduja Global Solutions
BALUSUPATI VENKATESH	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BANDARU PEDARAMBABU	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BATHULA ANJANEYULU	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BATTU SIREESHA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BATTULA BHAVANI SANKAR	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BEKKANTI BHARGAVI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BELLAMKONDA AKHILA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BHUTHAMEKALA PRASANTHI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
BOMMANABOINA PAVANKUMAR	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
CHINTALACHERUVU MEERAVALI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
DASARI SIVIAIH	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
DEVARAKONDA ASHOK	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
DEVARAPALLI SUVARNA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
DONKALA VENKATA NAGA LAKSHMI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
DUDEKULA SHARIF	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd



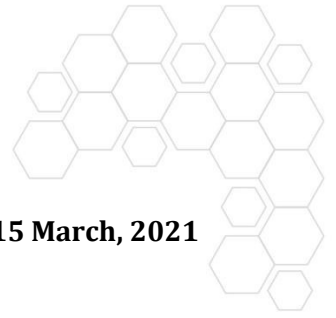
GAIKOTI HARIKRISHNA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GARNEPUDI PRAVEENKUMAR	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GORANTLA ANUSHA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUDIPATI CHANDRIKA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUDIPATI SRIKANTH	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUDISANDALA MOUNIKA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUDURI VIJAYA LAKSHMI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUMMA RAVI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUNDALA RAJESWARI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUNDLA SUNIL KUMAR	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
GUNJI RAJU	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
IKKURTHI RAMADEVI	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JAMPULA MOUNIKA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JANGIRALA DAVID	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JATTIPATI ANUSHA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JATTIPATI HARIKA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JIRRA MAHESH	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
JONEBOINA ARUNA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
KAKARLA BALAKRISHNA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
KALAVAKURI LAKSHMI TIRUPATAMMA	B.Sc (MPCS)	Digicall Teleservices Pvt Ltd
KAMBAMPATI RAJESWARI	B.Sc (MPCS)	PF Infotech Pvt Ltd
KATTEMPUDI JEEVAN KUMAR	B.Sc (MPCS)	PF Infotech Pvt Ltd
KILARI RAMYA	B.Sc (MPCS)	PF Infotech Pvt Ltd
KINNERA KALPANA	B.Sc (MPCS)	PF Infotech Pvt Ltd
KONDAVARJU VENKATESH	B.Sc (MPCS)	PF Infotech Pvt Ltd
KOPPARTHI SALEEM	B.Sc (MPCS)	PF Infotech Pvt Ltd
KROSURI BHAVANI	B.Sc (MPCS)	PF Infotech Pvt Ltd
KROSURI DHANALAKSHMI	B.Sc (MPCS)	PF Infotech Pvt Ltd
KUMBA GOPI	B.Sc (MPCS)	PF Infotech Pvt Ltd
SHAIK BAJIBI	B.Sc (MSCS)	PF Infotech Pvt Ltd
SHAIK KADAR BASHA	B.Sc (MSCS)	PF Infotech Pvt Ltd
SHAIK KHAJA	B.Sc (MSCS)	PF Infotech Pvt Ltd
SHAIK MABOO SUBHANI	B.Sc (MSCS)	PF Infotech Pvt Ltd
SHAIK SAIDA	B.Sc (MSCS)	PF Infotech Pvt Ltd
SIRIKONDA TRIVENI	B.Sc (MSCS)	PF Infotech Pvt Ltd
SK NAGURVALI	B.Sc (MSCS)	PF Infotech Pvt Ltd
SK.KOLUMULA SAIBASHEED	B.Sc (MSCS)	PF Infotech Pvt Ltd
SRIVADI SRIKANTH	B.Sc (MSCS)	PF Infotech Pvt Ltd

SUDA TEJA	B.Sc (MSCS)	PF Infotech Pvt Ltd
SYED KHASIM	B.Sc (MSCS)	PF Infotech Pvt Ltd
SYED NAGULMEERA	B.Sc (MSCS)	PF Infotech Pvt Ltd
TAMMISETTY LEELA VENKTA SIVA PRASAD	B.Sc (MSCS)	PF Infotech Pvt Ltd
THUMMALA GANGARAO	B.Sc (MSCS)	PF Infotech Pvt Ltd
UPPUTHOLLA MANISANKAR	B.Sc (MSCS)	PF Infotech Pvt Ltd
UPPUTURI RAJYALAKSHMI	B.Sc (MSCS)	PF Infotech Pvt Ltd
VADICHERLA ANJALI	B.Sc (MSCS)	PF Infotech Pvt Ltd
VELPURI KRISHNA	B.Sc (MSCS)	PF Infotech Pvt Ltd
YEDDU HANUMANTHARAO	B.Sc (MSCS)	PF Infotech Pvt Ltd
JONNALAGADDA PAVAN SAI MANIKUMAR	B.Sc (MSCS)	PF Infotech Pvt Ltd
KADIYALA VENKATESWARLU	B.Sc (MSCS)	PF Infotech Pvt Ltd
KALAVA KOLAVAMMU DEEPIKA	B.Sc (MSCS)	PF Infotech Pvt Ltd
KASA NAGALAKSHMI	B.Sc (MSCS)	PF Infotech Pvt Ltd
KASU SRIKANTH REDDY	B.Sc (MSCS)	PF Infotech Pvt Ltd
KATUMALA RATNABABU	B.Sc (MSCS)	PF Infotech Pvt Ltd
KODURU MOUNIKA	B.Sc (MSCS)	PF Infotech Pvt Ltd
KOLIKI VENKATA CHAITANYA	B.Sc (MSCS)	Medi Assist
KOMARAGIRI ANUSHA	B.Sc (MSCS)	Medi Assist
KOMERA VIJAY RAJU	B.Sc (MSCS)	Medi Assist
KOMMAVARAPU DEVARAJU	B.Sc (MSCS)	Medi Assist
KONGITHALA BRAMESWARA RAO	B.Sc (MSCS)	Medi Assist
KONIDENA ANJAN	B.Sc (MSCS)	Medi Assist
KUCHIPUDI PRAVEEN CHAND	B.Sc (MSCS)	Medi Assist
LAKSHMISETTY ANIL KUMAR	B.Sc (MSCS)	Medi Assist
MAKKENA SAI BHAVYA	B.Sc (MSCS)	Medi Assist
MANCHALA VENKATESWARA RAO	B.Sc (MSCS)	Medi Assist
METELA SIVA PRASAD RAO	B.Sc (MSCS)	Medi Assist
MIRIYALA HANUMANTHARAO	B.Sc (MSCS)	Medi Assist
MULE SRI LAKSHMI CHAITANYA	B.Sc (MSCS)	Medi Assist
MYLA DURGA	B.Sc (MSCS)	Medi Assist
NADIPINENI GOWTHAMI	B.Sc (MSCS)	Medi Assist
NALLAGONDA HAREESH	B.Sc (MSCS)	Medi Assist
NEERUKONDA SAI AVINASH	B.Sc (MSCS)	Medi Assist
NEMALIDINNE ANANTHA RAMIREDDY	B.Sc (MSCS)	Medi Assist
NETLURI DURGA PRASAD	B.Sc (MSCS)	Medi Assist

NURSING NAGASRAVANI	B.Sc (MSCS)	Medi Assist
OGIRALA VEERANJANEYULU	B.Sc (MSCS)	Medi Assist
PALADUGU VENKATESH	B.Sc (MSCS)	Medi Assist
PALAKEERTHI SIREESHA	B.Sc (MSCS)	Medi Assist
PALLAPATI SAI	B.Sc (MSCS)	Medi Assist
PEDDAMALLU SUJATHA	B.Sc (MSCS)	Medi Assist
pinnam yamuna	B.Sc (MSCS)	Medi Assist
POLISETTY VENKATA ANIL KUMAR	B.Sc (MSCS)	Medi Assist
POPURI BALA RAM	B.Sc (MSCS)	Medi Assist
PULLAGUJU HEMANTH	B.Sc (MSCS)	Medi Assist
RAYALA AJAY	B.Sc (MSCS)	Medi Assist
RAYALA SRAVANI	B.Sc (MSCS)	Medi Assist
REVALLI		
GIRIDHARABRAHMANJANEYULU	B.Sc (MSCS)	Medi Assist
RUNJALA SUNILKUMAR	B.Sc (MSCS)	Medi Assist
SANDURI MALLIKA	B.Sc (MSCS)	Medi Assist
SEELAM SIREESHA	B.Sc (MSCS)	Medi Assist
SHAIK ABDUL RASHEED	B.Sc (MSCS)	Medi Assist



  
**Principal**  
**PRINCIPAL**  
**VAGDEVI DEGREE COLLEGE**  
 NARASARAOPET, Palnadu Dist.



**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Shaik Bajibi,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

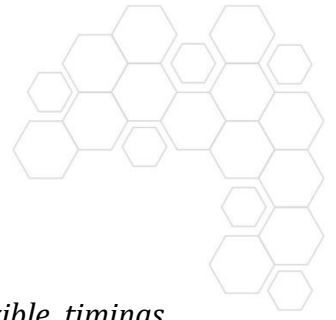
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

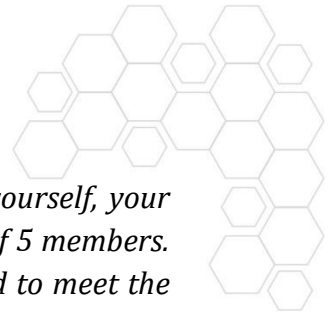
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

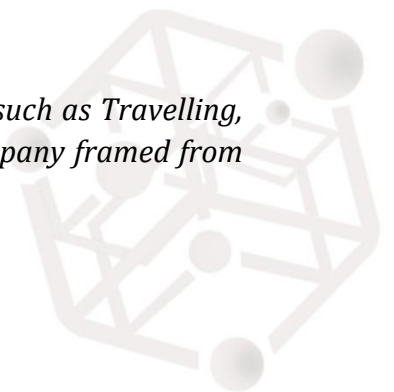
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**CUBESPACE**  
TECHNOLOGIES

**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Shaik Kadar Basha**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

### APPOINTMENT LETTER

Dear **Shaik Khaja**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

#### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

#### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.





### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Shaik Maboo Subhani**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Shaik Saida**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
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- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.





### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
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<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Shaik Suhana**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



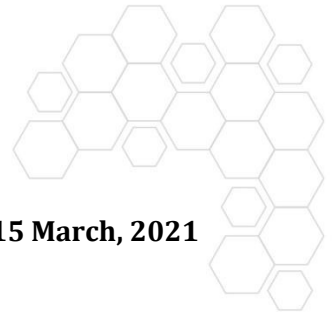
### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

#### Note:

It is expected that individual compensation package would not be shared with other employees.  
 The above compensation structure is subject to change without affecting emoluments adversely.  
 Applicable tax would be borne by the employee.





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Shaik Vyakanti Mastanbasha,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

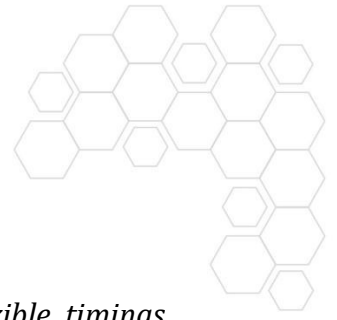
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

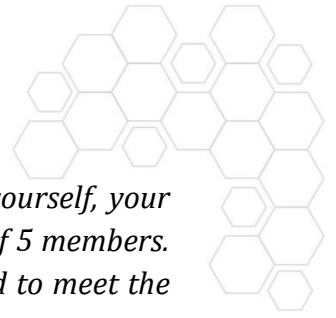
**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*





**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

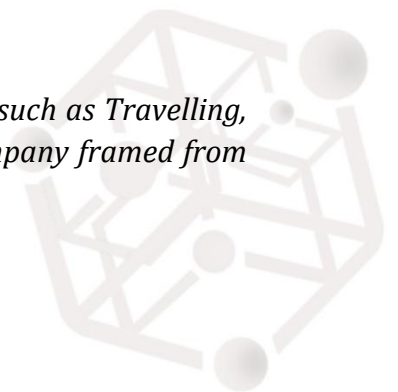
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**





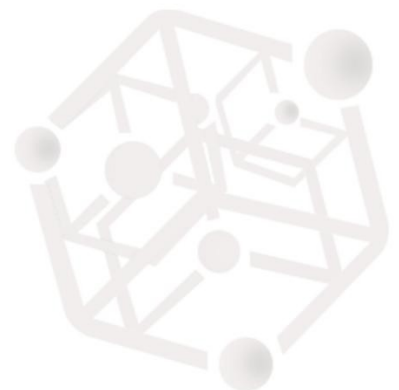
**CUBESPACE**  
TECHNOLOGIES

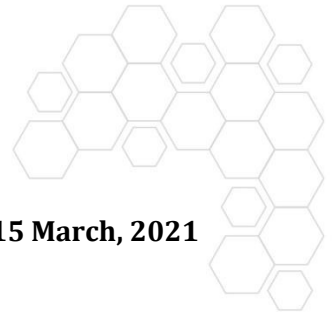
**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Sirikonda Triveni,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

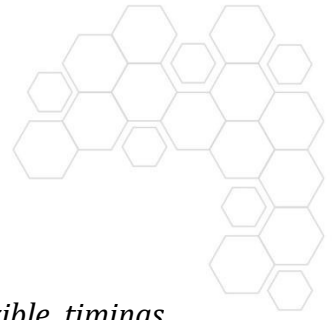
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

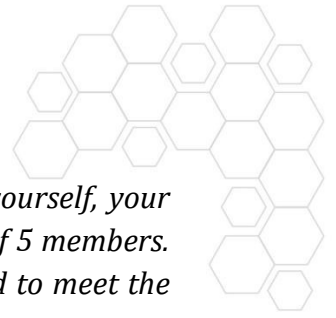
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

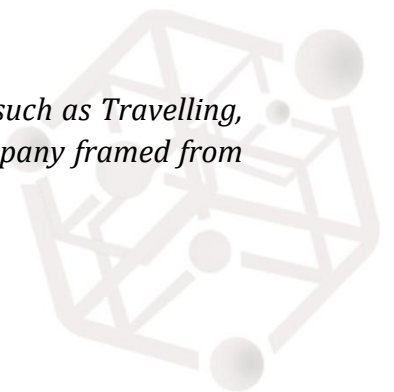
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*






**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Sk Nagurvali**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.





- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.





- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

#### Note:

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

### APPOINTMENT LETTER

Dear **Sk.Kolumula Saibasheed**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

#### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

#### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

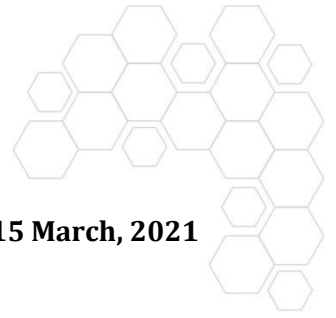
Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

### **Letter of Appointment**

**Dear Srivadi Srikanth,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

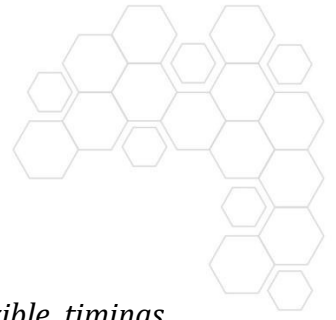
*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*





### **Terms & Conditions of Employment**

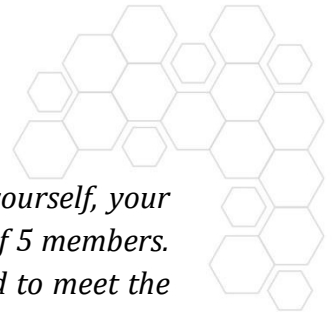
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

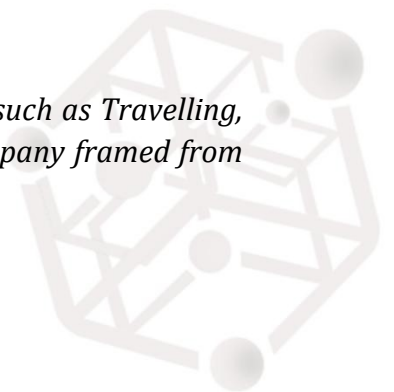
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**CUBESPACE**  
TECHNOLOGIES

**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Suda Teja**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.





### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:





### Annexure – A

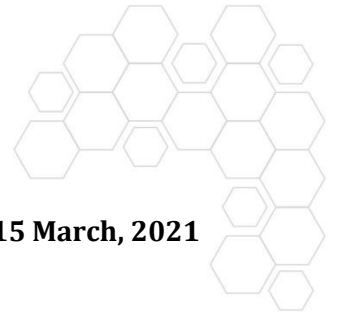
Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Syed Khasim,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

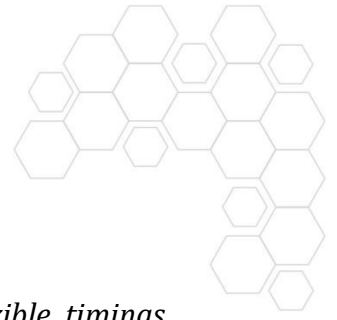
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

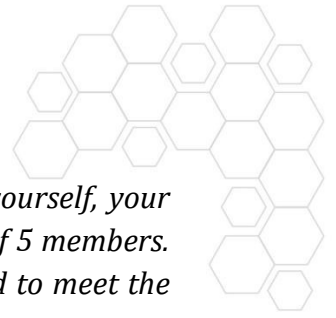
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

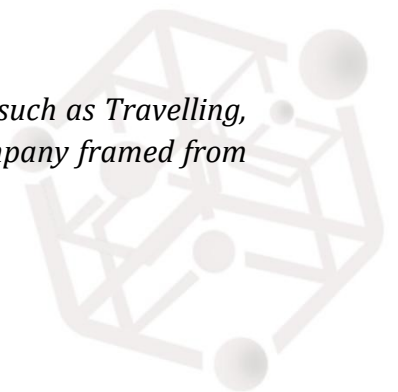
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*






**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Syed Nagulmeera,**

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021.**

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA.** The breakdown of compensation and benefits applicable to you is as per **Annex - A.**

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.





- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Tallam Rikitha**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:





### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

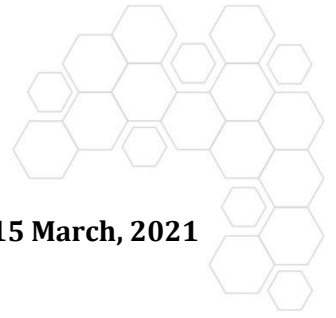
### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)







**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Tammineni Navya,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

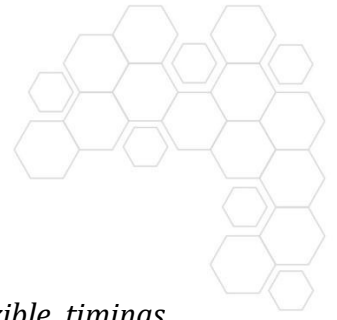
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

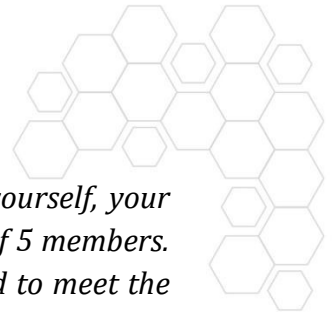
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

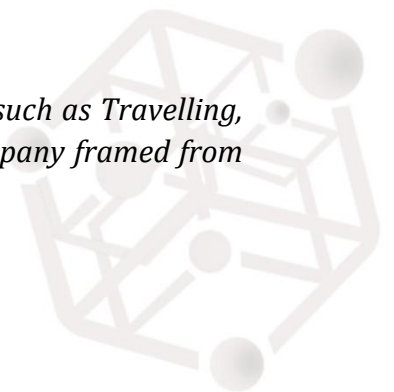
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**CUBESPACE**  
TECHNOLOGIES


**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



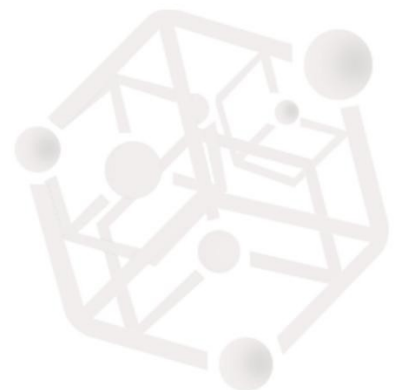
**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Tammisetty Leela Venkta Siva Prasad,**

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.





### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Tanneru Polendra**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.





Date: 28<sup>th</sup> January 2021

## **APPOINTMENT LETTER**

Dear **Tellagorla Suresh,**

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

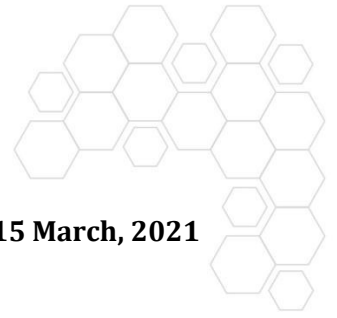
Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Thavva Mohan Kasi Viswanadh,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

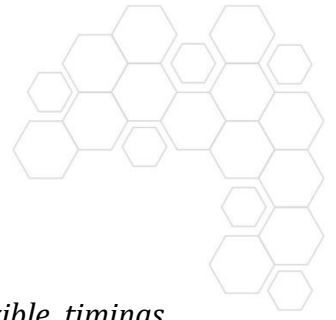
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

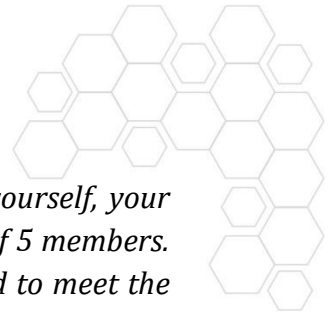
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

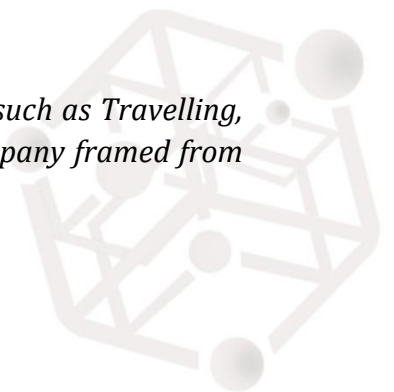
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*







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TECHNOLOGIES

**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**





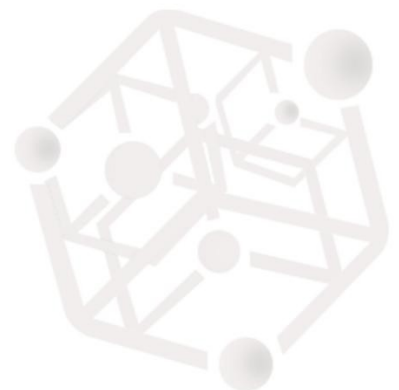
**CUBESPACE**  
TECHNOLOGIES

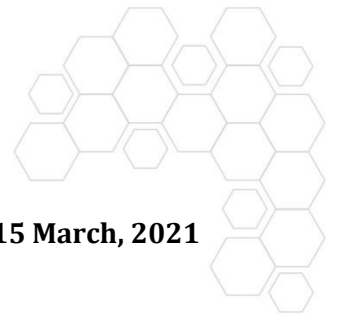
**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





**Date: 15 March, 2021**

### **Letter of Appointment**

**Dear Thirumalasetty Srikanth,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

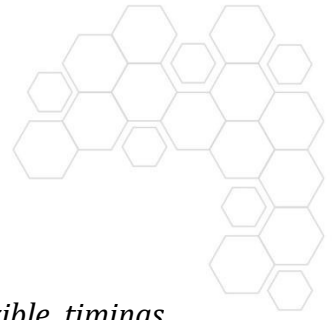
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

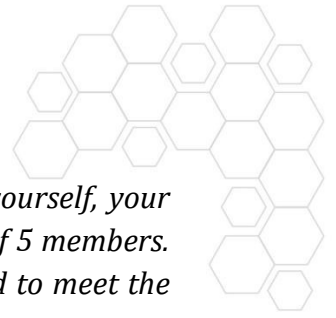
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

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**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

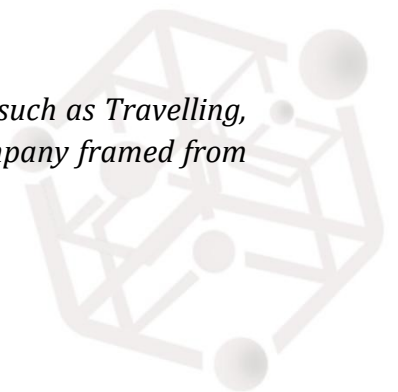
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





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**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Thokala Gopala Krishna**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
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- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

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**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
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Medical Allowance	1,450	17,400
CCA	2,540	30,480
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Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Thummala Gangarao**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**





**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.





Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Tiriveedi Satish,**

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

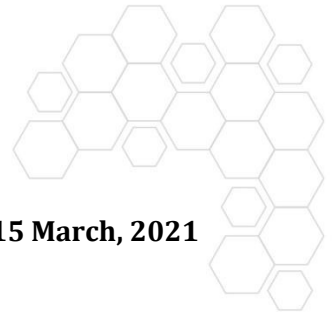
Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Uppalapati Gowtham,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

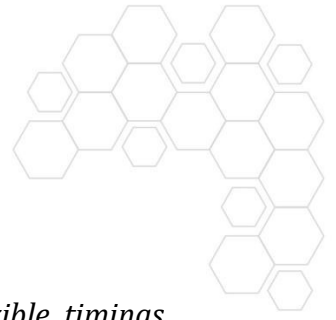
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

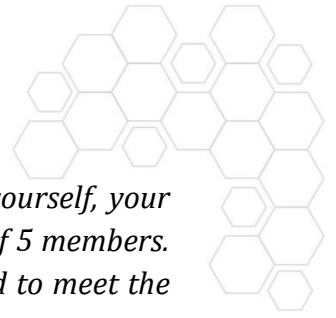
**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*





**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

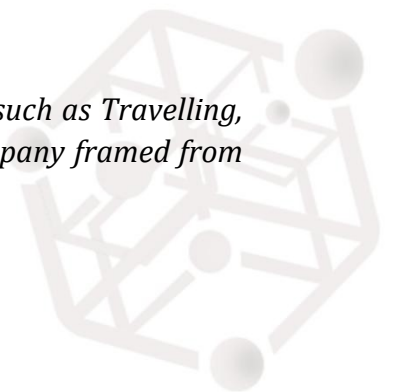
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*







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TECHNOLOGIES

**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



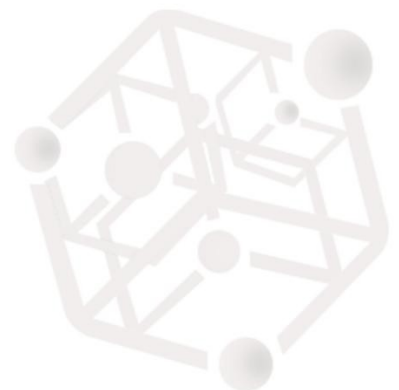
**CUBESPACE**  
TECHNOLOGIES

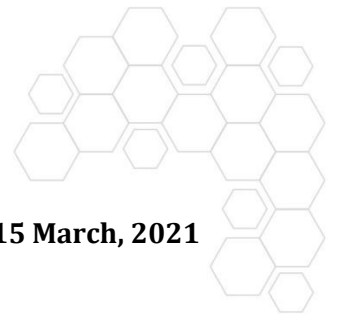
**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Upputholla Manisankar,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

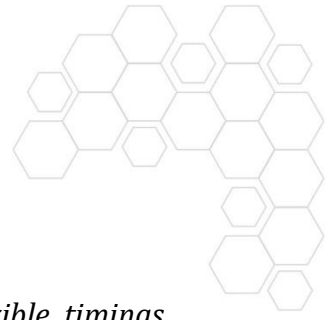
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

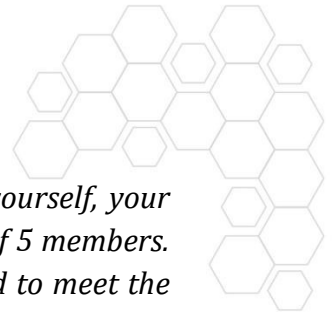
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

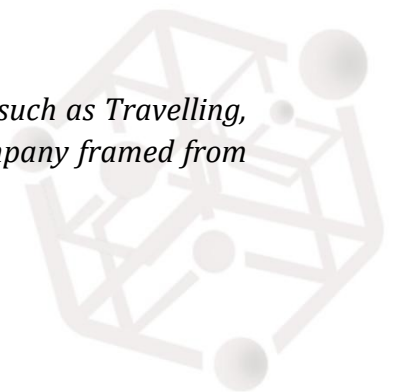
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





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**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



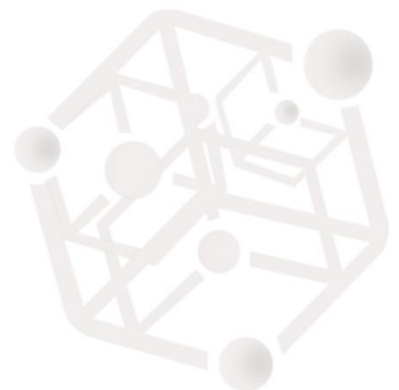
**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Upputuri Rajyalakshmi**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Usala Haritha**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.





- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**





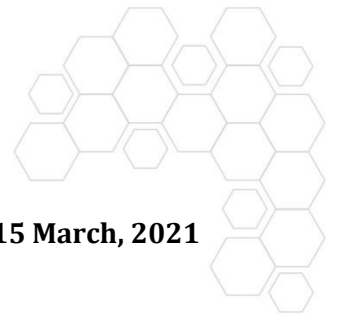
### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Usthala Prem Kumar,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

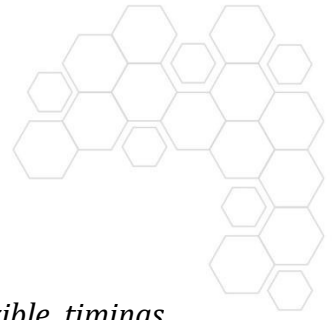
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

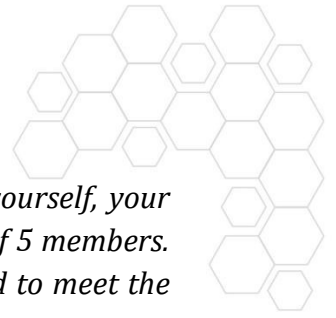
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

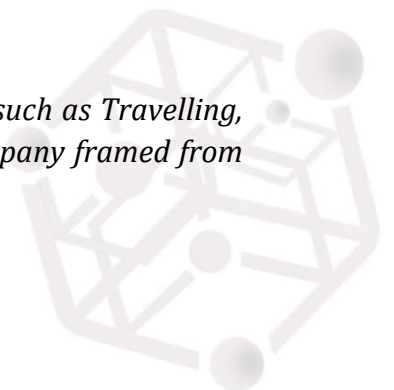
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**CUBESPACE**  
TECHNOLOGIES

**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear Uyyala Nagalakshmi,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### Statement of Facts

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### Duties

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Vadicherla Anjali**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as “**Software Analyst**”.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:





### Annexure – A

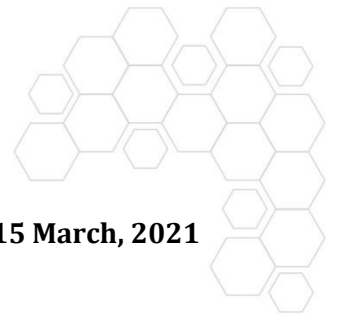
Components	Monthly	Per Annum
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Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Vadithe Nagamani Bai,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

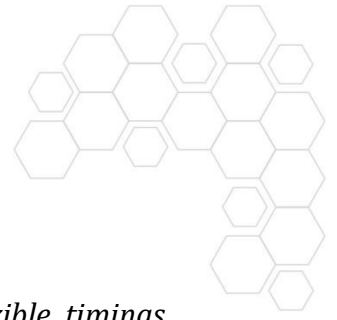
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

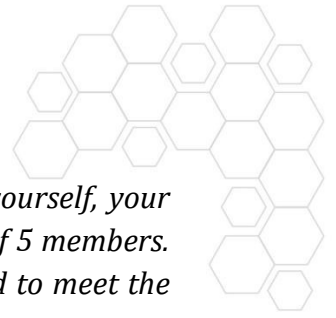
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

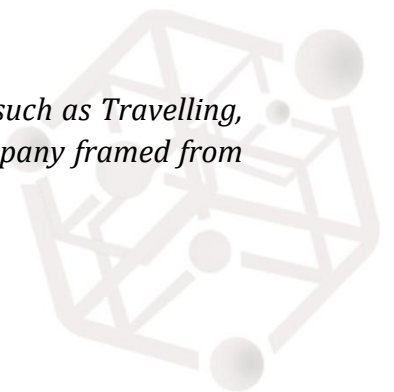
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*





**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Vajrala Siva Reddy**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



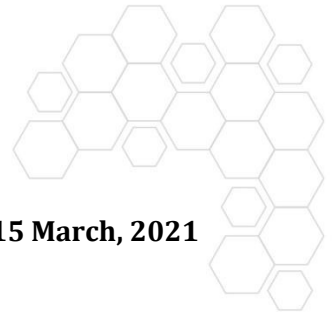
**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Vankadavathu Sankar Naik,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

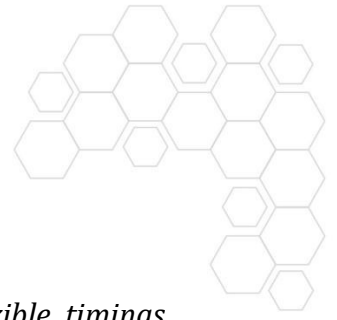
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

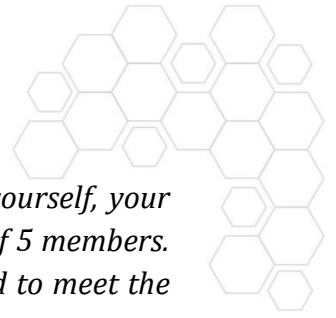
**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*





**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

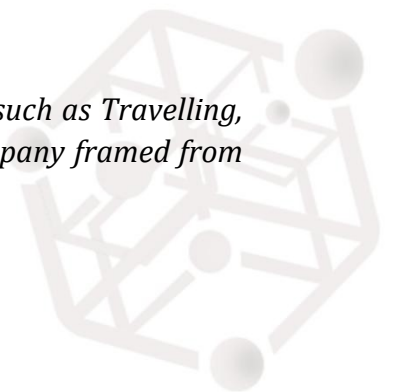
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*







**CUBESPACE**  
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**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



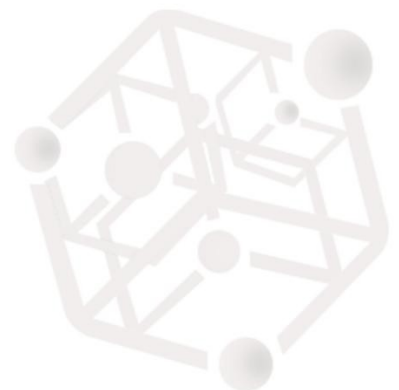
**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Vattem Siva Sindhu**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
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- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



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- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

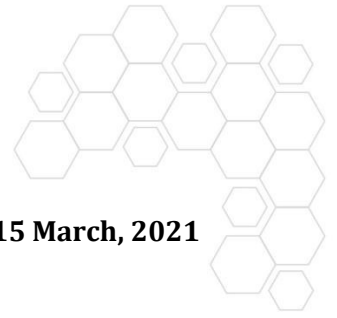
Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.







**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Veeramraju Lakshmi Naga Prathyusha,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

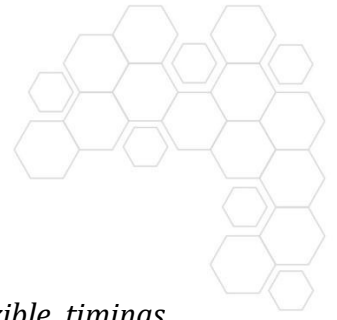
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

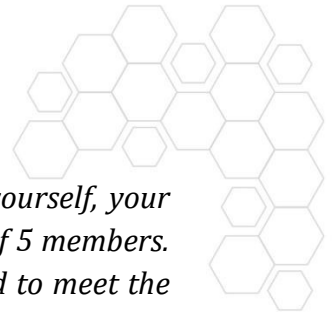
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

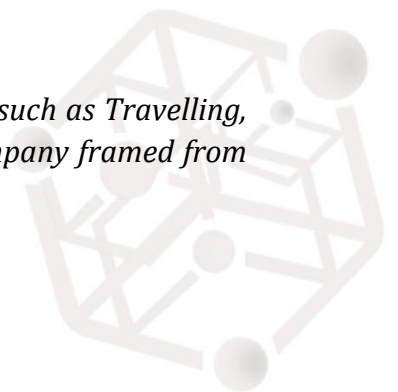
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*






**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



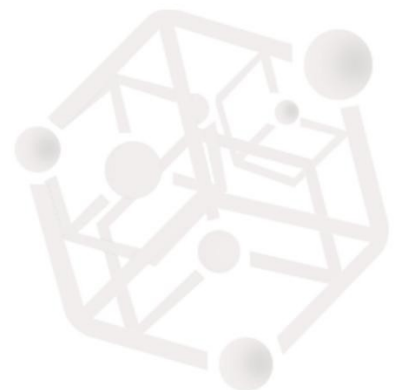
**CUBESPACE**  
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**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Veeramreddy Naga Sravani**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
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- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.





- 5) This appointment is subject to your being, and remaining, medically fit.
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- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
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- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



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- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**COMPENSATION SHEET**

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Veerla Apparao**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**





### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

#### Note:

It is expected that individual compensation package would not be shared with other employees.  
 The above compensation structure is subject to change without affecting emoluments adversely.  
 Applicable tax would be borne by the employee.



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Velpula Sravani**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

### APPOINTMENT LETTER

Dear **Velpuri Benjiman**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

#### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

#### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

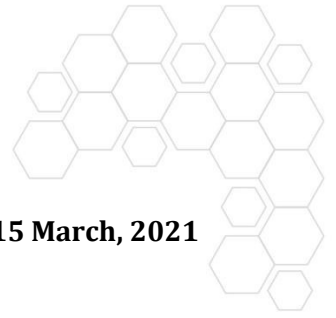
Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Velpuri Krishna,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

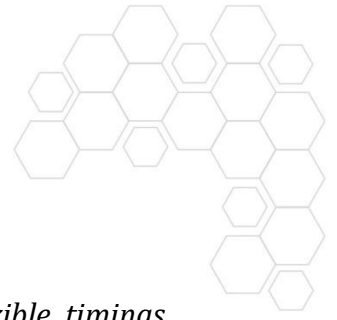
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

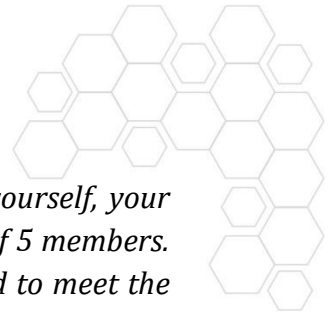
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

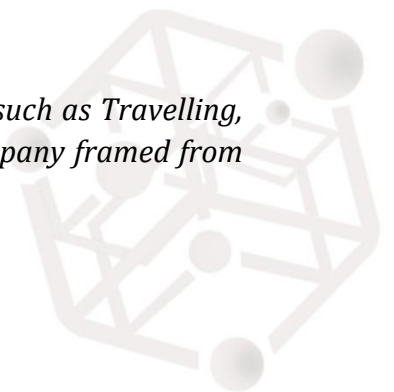
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*








**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



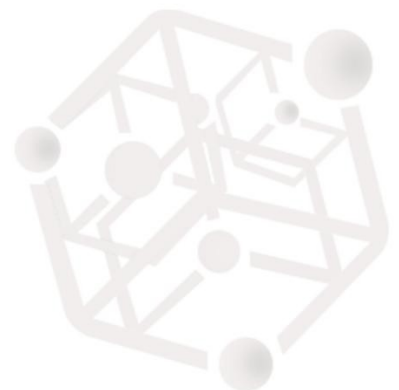
**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Vemula Sai Kiran**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

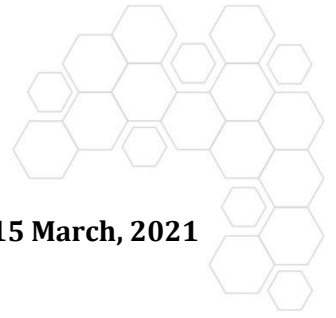
### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)







**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Vemula Sai,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

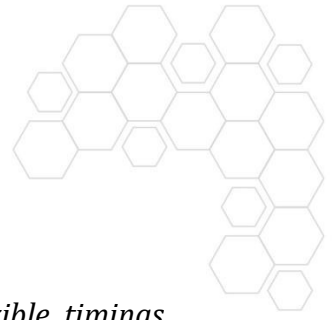
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

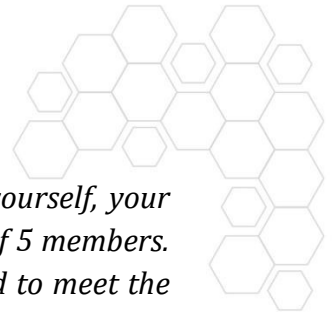
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

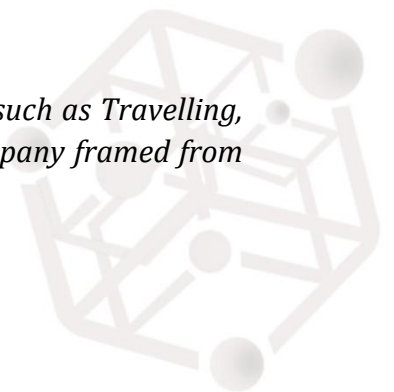
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*






**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



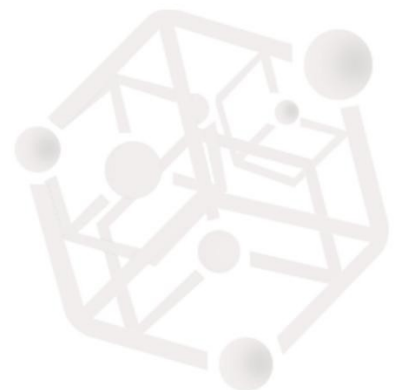
**CUBESPACE**  
TECHNOLOGIES

**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).



Date: 28<sup>th</sup> January 2021

### APPOINTMENT LETTER

Dear **Vemuluri Saikumar**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

#### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

#### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Vishnumsetty Venkata Krishna,**

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.



- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**

**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:





### Annexure – A

Components	Monthly	Per Annum
Basic	5,685	68,220
HRA	2,843	34,116
Medical Allowance	1,450	17,400
CCA	2,540	30,480
Special Allowance	2,450	29,400
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)



Date: **08<sup>th</sup> March, 2021**

**OFFER & APPOINTMENT LETTER**

Dear **Yamparala Yalamandarao**,

**Congratulations!** With reference to your application and the subsequent interview, we have pleasure to appoint you as “**Test Analyst**” in our organization as per the terms and conditions mentioned hereunder.

Your joining date will be on or before **06<sup>th</sup> September, 2021**.

The appointment will take effect from the date of your joining.

You will receive a total compensation package of **Rs. 2,10,000/- PA**. The breakdown of compensation and benefits applicable to you is as per **Annex - A**.

- 1) You will be required to work from Monday to Friday starting at 9:30 am to 6:30 pm. Employees are expected to work a minimum of 40 hours per week.
- 2) Your place of posting will be present at Bangalore. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work
- 3) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential
- 4) You will be entitled for 26 days of vacation leave in accordance with the **Lean Data Technologies** policy as applicable from time to time.



- 5) This appointment is subject to your being, and remaining, medically fit.
- 6) The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry of the probationary period. If, in an unlikely situation of **Lean Data Technologies** having to terminate your services during the probationary period, it will be done with a notice period of one month or the basic salary in lieu of one month's notice period.
- 7) You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligation, any information about the business, affairs or secrets of our Company or that of the Establishment you will be working for, whether the same may be confined to you or become known to you in the course of your services and work in the establishment or otherwise, to any other individual or Institution or any customers, while working in the establishment or even after you leave our services.
- 8) Depending upon the timing prevalent in the establishments where your services are made use.
- 9) Your designation may be changed at the discretion of the Company depending on the work assigned to you, You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors
- 10) You will be responsible for safekeeping and return in good condition and order of all company property.
- 11) If you conceive any new or advanced methods of improving the work or system in relation to the operation of the Establishment or its business, such developments will be fully communicated to the Establishment.



- 12) Where you are sent to work and will remain the sole right / property of the Establishment.
- 13) You are expected to maintain high standards of discipline, efficiency and integrity.
- 14) In the event that you want to terminate your employment with the Company, you be will required giving a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period.
- 15) If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
- 16) You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- 17) You will be entitled to gratuity in accordance with the rules governing such payment.
- 18) The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

**For Lean Data Technologies**

*Tamij Pradeep*  
**Authorized Signatory**



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



### COMPENSATION SHEET

Components	Monthly	Per Annum
Basic	5,860	70,320
HRA	2,930	35,160
Medical Allowance	1,250	15,000
CCA	2,637	31,644
Spedal Allowance	3,223	38,676
Conveyance	1,600	19,200
<b>Total CTC</b>	<b>17,500</b>	<b>210,000</b>

**Note:**

It is expected that individual compensation package would not be shared with other employees.  
The above compensation structure is subject to change without affecting emoluments adversely.  
Applicable tax would be borne by the employee.



Date: 28<sup>th</sup> January 2021

## APPOINTMENT LETTER

Dear **Yeddu Hanumantharao**,

This has reference to your application and subsequent interviews you had with us, we are pleased to appoint you in **Infotel India**. You will join the employment on **12<sup>th</sup> July 2021**.

We have pleasure in welcoming you to **Infotel India** by offering you an appointment in our organization as **“Software Analyst”**.

1. The appointment will take effect from the date of your joining.
2. Your Roles and Responsibilities will be informed by your supervisor.
3. Your Salary package, on appointment will be as per Annexure-A.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

### **Statement of Facts**

- 1) The company has issued this appointment order on the basis of the bonafide, statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

### **Duties**

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.





- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.

### **Place of Work**

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and on such terms and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

### **Hours of Work**

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- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

### **Leave**

You will be eligible for the leave entitlement as per the company leave policy which shall be in force from time to time.



### Confidentiality

- 1) You shall maintain at most secrecy with regard to confidential and proprietary information's relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or i indirectly use or disclose confidential information except for the sole benefit of the company.
- 3) You shall maintain at most confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

### Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving one month notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

**Yours Sincerely**

**For Infotel India**



**Aravind Krishna**



**HR & Operations**

I accept the terms and conditions of employment as set out in this document.

Signature:

Date:



### Annexure – A

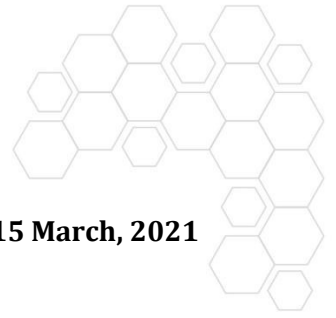
Components	Monthly	Per Annum
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Conveyance	1,600	19,200
<b>Total CTC</b>	<b>16,568</b>	<b>1,98,816</b>

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet[consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Passport size photographs (4 copies)





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Yeluri Gayathri,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

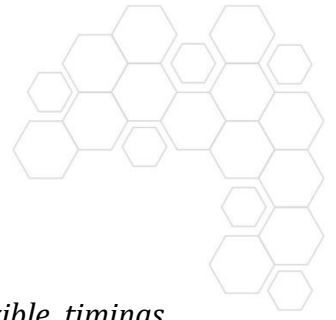
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

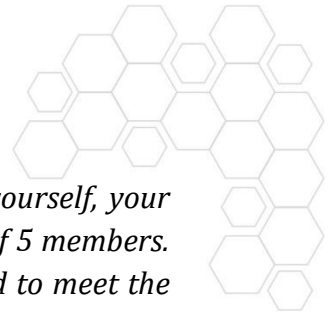
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

**Transfer:** *Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.*

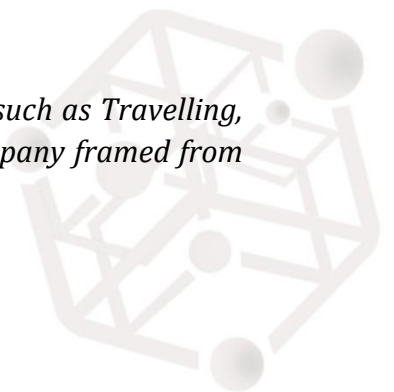
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

*You will be required to sign a Proprietary Information and Inventions agreement on joining.*

**General:** *The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.*

*In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.*







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**Cubespace Technologies** has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5150	61800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1000	12000
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**



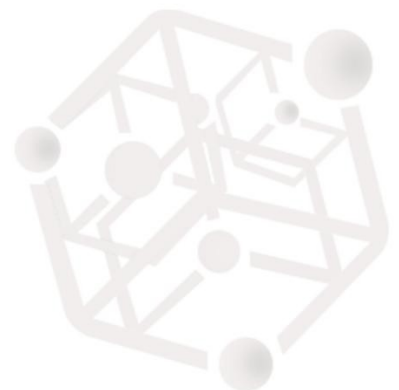
**CUBESPACE**  
TECHNOLOGIES

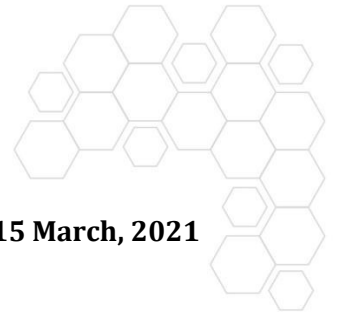
**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
- Signed hard copy of the Appointment letter (mandatory to be submitted).
- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Yenigandla Mohan Chandu,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

*Please refer to:*

- Annexure– I for the compensation and benefits details.
- Annexure–II for documents to be submitted by you.

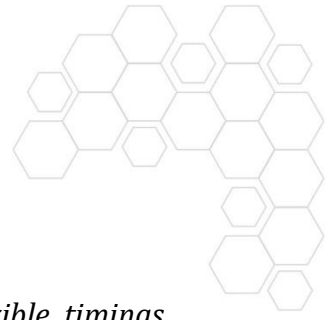
*By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.*

*Any request for change in date of joining must be sent to **hr@dcubetech.net** at least 7days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.*

*You're required to submit a singed copy of this offer letter along with the copies of the following annexure on the day of your joining:*

- Annexure–I (Compensation and Benefits)
- Annexure–II (On boarding Documents)

*The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.*



### **Terms & Conditions of Employment**

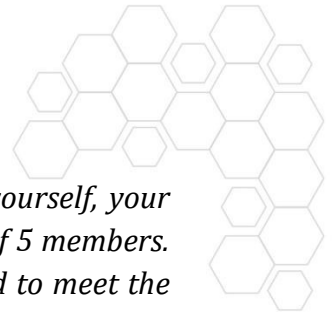
**Working Hours:** *Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00a.m .and 6.00p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.*

**Leave Eligibility:** *You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.*

**Probation Period:** *There is a six month probation period, post which, on the basis of performance, you will be confirmed. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the tenure of the said probation period(including extended period of probation, if any)the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons there of.*

**Termination:** *We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.*

**Employee Notice Period:** *Employee may terminate Employee's employment pursuant to this Agreement with at least Thirty (30) days' prior written notice (the "Employee Notice Period") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.*



**Medical Benefits:** *You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, upto a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.*

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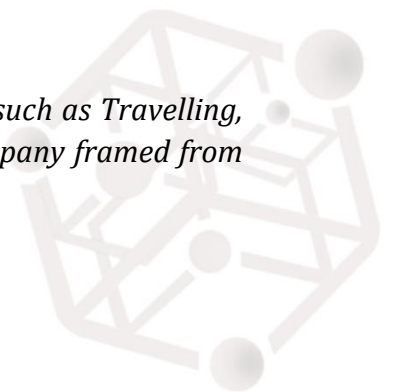
**Salary Revisions:** *Remuneration will be subject to annual review. Cubespace Technologies believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the market place*

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

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Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Cubespace Technologies.

**For Cubespace Technologies**

**Agreed & Accepted by Employee**

*Shobarani M*  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
Basic Salary	5650	67800
Medical Allowance	1250	15000
Special Allowance	4125	49500
City Compensation Allowance	840	10170
House Rent Allowance	2625	31500
Conveyance	1600	19200
<b>Total Fixed Compensation</b>	<b>16290</b>	<b>195570</b>

**ANNEXURE-II**





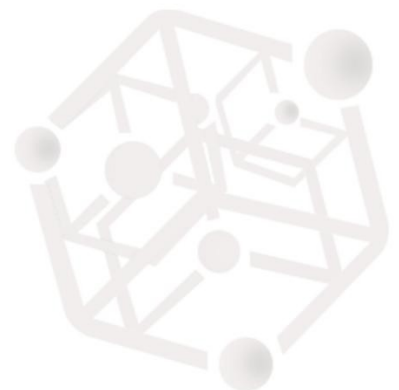
**CUBESPACE**  
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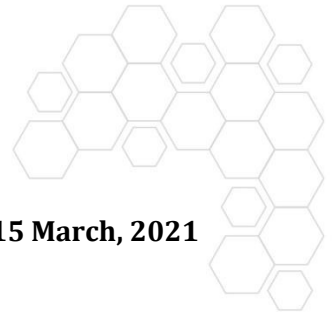
**ONBOARDINGDETAILS:-**



**Required Documentation:**

- Two copies of your passport size photographs(mandatory to be submitted).
- PAN card copy(mandatory to be submitted).
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- Copy of Educational Certificates(Grad, Post Grad Certificates or any Equivalents).
- Valid photo identity proof(mandatory to be submitted).
- Relieving Certificate from previous employer.
- Experience Certificate from two previous employers(if applicable).
- Passport copy, if available(if not please apply immediately).





**Date: 15 March, 2021**

**Letter of Appointment**

**Dear Yetukuri Ramakoteswara Rao,**

*Welcome to Cubespace Technologies With reference to your application and subsequent discussions, we are pleased to offer you the position of “**Business Analyst**” at Cubespace Technologies as per below terms and conditions.*

*We look forward to your joining by **09 August, 2021**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Bangalore Office and will report to the designated manager.*

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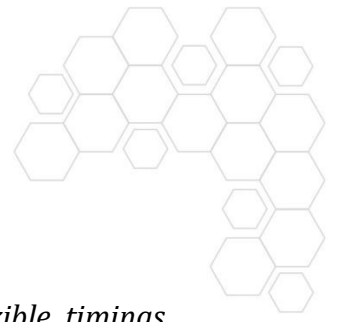
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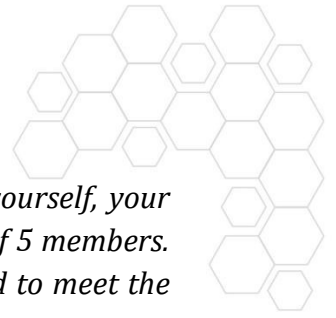
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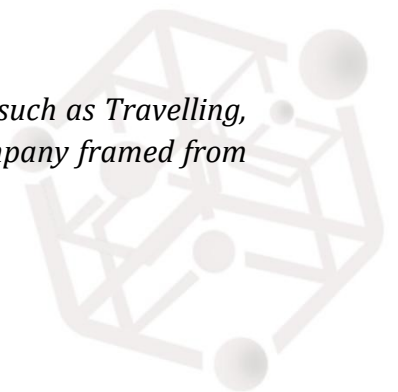
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**For Cubespace Technologies**

**Agreed & Accepted by Employee**

  
**Shobarani M**  
Manager  
Human Resources.



**ANNEXURE-I**

Total Cash Compensation Elements*		
Fixed Compensation (A)	Monthly (INR)	Annual (INR)
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House Rent Allowance	2625	31500
Conveyance	1000	12000
Total Fixed Compensation	16290	195570

**ANNEXURE-II**



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**ONBOARDINGDETAILS:-**



**Required Documentation:**

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