

02nd December 2020

Dear **Lenate**,

We are pleased to offer you the position of **Software Engineer** in **Beinex Consulting Private Limited** at our **Kochi** office. You will be part of the Beinex team with an anticipated start date on **07th December 2020**.

Your total compensation while at Beinex will consist of:

FIXED PAY: The fixed portion of your salary will be **INR 258,000 per** annum. This would comprise of basic salary, allowances, provident fund, and reimbursements as governed by prevalent personnel policies and the Income Tax regulations in force from time to time.

Please confirm your acceptance of this offer by signing and sending us a copy. This offer is valid up to **04th December 2020**.

We look forward to a mutually beneficial and long association with you.

Yours sincerely,
For **Beinex Consulting Pvt. Ltd.**

Indumon Das
Founder / Managing Director

This is an electronically generated letter, hence does not require signature

 **Beinex Consulting Pvt. Ltd.** #19, Ground Level, Infopark TBC, JINI Stadium, Kaloore, Kochi, Kerala 682017, India

 **Registered Office:** Beinex Consulting Pvt. Ltd. Vattamthottiyil, Arpookara East P.O, Kottayam, Kerala 686001, India

Business excellence powered by innovation and experience

ANNEXURE		
Total Compensation Break Up		
SL #	Particulars	Per Annum (INR)
Earnings		
1	Basic	103,200
2	HRA	51,600
3	Conveyance	4,128
4	Medical Reimbursement	6,450
5	LTA	17,028
6	Special Allowance	75,594
Total Salary		258,000

You can claim income tax exemption on medical reimbursement subject to submitting bills before due dates specified from time to time by the finance department.

The performance based variable pay is an indicative amount and may vary depending on your performance and the company's performance.

EMPLOYEE BENEFITS

Health insurance: As a Company permanent employee, you will be eligible for group insurance (3Lakh Per Annum) and accident insurance* (10Lakh). Specific terms and conditions may change upon vendor's decision.

PROVIDENT FUND

PF contribution is optional for you as per your choice.

PROBATION

1. You will be on probation for an initial period of three months from the date of appointment. Thereupon, you will be confirmed in writing as a permanent staff of the Company if your services are found to be satisfactory and up to the standard required by the Company. The Company shall be the sole judge of your competence in this context.

(a) During the probation period your services are liable to be terminated without assigning any reason, notice, and without compensation, or payment in lieu of notice.

(b) If you decide to resign during probation period, you will be liable to give one (1) months' notice unless the Company after due consideration as per rule agrees to accept payment of two (2) months' salary in lieu of notice period.

(c) If your services are approved and if you are confirmed in writing, you will be entitled to all the benefits prevailing in the Company and eligible to your category of permanent employees. A notice period of one (1) month shall be compulsory from your end to relieve you from your responsibilities unless the Company after due consideration as per rule agrees to accept payment of two (2) months' salary in lieu of notice period.

(d) The Company can terminate your services with a notice period of seven (7) days during which you will be permitted to work only in accordance with the direction of the Management.

2. During your probation period, you will not be entitled to the benefits which are enjoyed by the permanent employees of the Company.

3. During the period of your employment in the Company you shall not secure or try to secure any other job without the previous consent of the Company in writing.

4. You shall not take any presents, commission or any kind of gratification or benefit in cash or kind from any person, party or firm having connection with the Company. In case if you get, you must possess a certificate from the person that it is presented to you.

5. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the management of Company.

6. **At the time of joining you are required to produce certificates of qualification, proof of age, and One passport size photograph.** The original certificates will be returned to you after verification. Any faulty or malicious information from your side will disqualify your candidature.

7. This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If at any time of your employment, it comes to light that any of the information provided is incorrect or any relevant information has been suppressed, then your employment is liable to be terminated without notice.

General Terms & Conditions

WORKING HOURS

The standard working week is 40 hours from Monday to Friday normally from 9:00 am to 6:00 pm unless otherwise indicated in your local practice policies. The standard working hours may vary depending on the client commitments. As is normal in our profession, overtime may be required, particularly during the busy season and your basic salary takes account of this. Accordingly, no overtime is payable.



TRAVEL

You may also be required to onsite travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

ANNUAL LEAVE/HOLIDAYS

This state the number of days given to employees and the number of public holidays observed by the Company. The number of days of annual leave is subject to a minimum for certain groups of employees as provided for under legislation. There are also public holidays that organizations are required to observe.

1. During the probation period you are not entitled to casual or any other type leaves.
2. Following the probation period, you are entitled to 7 days casual leave and 14 days sick or medical leave per year.
3. The Company shall notify a list of declared national and state holidays in the beginning of each year.

CONFIDENTIALITY

It is vitally important to treat as strictly confidential all information concerning our company's and clients' business and affairs in general. Grave and far reaching consequences could result from the breach of this requirement. You must, therefore, observe a strict code of confidentiality and ensure information acquired in the course of performing professional services should neither be used nor appear to be used for personal advantage or for the advantage of the company, another client or a third party.

Employees may not communicate information acquired in relation to client or company affairs (property, trade, business, or general affairs) to any persons outside the company. The requirement of confidentiality continues after the completion of an engagement or assignment, even after the end of the relationship between the company and the client, or the relationship between the employee and Beinex. The company has the right to request you to sign specific forms or letters according to which you confirm that you will remain compliant with and conform to the company's policies on confidentiality.

ANNUAL PERFORMANCE RELATED BONUS

The company may, in its discretion, award you a bonus from time to time. The determination of any bonus shall be subject to certain criteria, which include the performance of the company and your performance. Awards under this clause do not form part of your salary and shall not give rise to any entitlement or expectation of a bonus or be an indication of the level of any bonus which may be made in the future. Further, bonuses due under this clause are predicated on the basis that you are an employee in good standing with the company at the time bonuses are payable.



LEARNING, PROFESSIONAL QUALIFICATIONS & DEVELOPMENT

The company offers numerous opportunities for learning and development whether on the job, or through eLearning or through structured classroom led training. It is the responsibility of each employee to take advantage of these opportunities and own their development and learning. All costs of professional development courses which you may be asked to take shall be payable by the company and governed by the policies. The company also supports its employees in acquiring professional qualifications appropriate to their roles, as approved by management and governed by the relevant company policies.

SECURITY OF DATA / COMPANY PROPERTY

As technology continues to permeate all aspects of modern life, threats to business and personal data from security issues increase. Corporate investments in technology security protections have grown. Seemingly innocent mistakes can lead to information theft and irreversible damage to Beinex or to our personal lives.

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

NOTICE PERIOD

Should you or the company wish to terminate your employment, a minimum of three months' notice is required, unless termination is by cause according to the company's policies and local labour laws. Termination terms will always be in accordance with the local labour laws.

Maintaining professionalism, respecting client commitments, and continuing to abide by the rules and regulations of the company are expected throughout the notice period. Should you provide notice of resignation within one year of commencing employment you will be required to reimburse all joining costs (Applicable only for offshore employees – Air ticket, relocation allowance, visa and labour card costs, recruitment fees, etc...)

NON-COMPETE AGREEMENT

You acknowledge that you will not contract with any existing Beinex clients in respect of the services offered by Beinex for a period of one year from the date of contract termination and will not engage alone or in collaboration with others in bidding for or providing services that Beinex will be proposing for unless prior clearance is obtained from Beinex management.

I hereby confirm my acceptance of the foregoing terms and conditions of employment.

Name:

Signed:

Date