

11-June-2021

**Aman Prasad Kalwar**  
BHERIHARI, SIRISIYA KHURD,  
EAST CHAMPARAN,  
BIHAR – 845301.

**OFFER LETTER**

**Dear Aman Prasad Kalwar,**

Congratulations!

We are pleased to offer you a career with KANINI Software Solutions for the position of **Trainee Associate – IT Application Development**. We would like to onboard you on **26<sup>th</sup> July 2021** as your date of joining and your primary work location will be our **Chennai office**. We expect you to be flexible to work anywhere from KANINI's offices and/or client location as per business needs in the future.

We appreciate your decision to join us and believe you will find this position to be challenging and rewarding.

We would expect your confirmed acceptance of this offer in an email on or before **14-June-2021**, failing which this offer letter shall stand withdrawn.

Along with this offer, we have provided below described annexures for your reference.

- Annexure I – Documents' checklist that you are expected to share on the onboarding date
- Annexure II – Terms of Service
- Annexure III – Compensation details
- Annexure IV – Locations of KANINI's office

Looking forward to your joining with our "Winning Team".

With best wishes,

For **KANINI Software Solutions,**



**Indu Mohan**  
Assistant Manager - HR

**KANINI Software Solutions India Private Limited**  
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,  
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com

**Annexure I**

**List of Documents to be submitted**

On the day of joining, you are required to present the digital copy of the following documents for our records and future reference.

- Educational Certificates and Mark Sheets of the highest degree
- PAN
- Passport (if applicable)
- Aadhaar / Address proof
- Passport size photograph (soft copy)



## Annexure II

### Terms of Employment

#### Conditional Onboarding:

KANINI understands that your course completion is dependent on the final examination schedules due to the pandemic situation. We are onboarding you with the organization, while the exams and/or results are under process. Hence, your employment with KANINI shall continue, only upon successful completion of your graduation studies, by submitting the required documents and certificates after being made available by the educational institute.

#### Work Location:

KANINI has office locations both in India and in USA to deliver niche IT services & solutions to its clients. Based on the business needs and priorities, every resource at KANINI is expected to be flexible to work from anywhere. However, you will be governed by the employment clause subject to the rules and regulations of the Chennai location.

#### Verification:

Your appointment is contingent upon satisfactory reference & background checks including verification of your Application Materials, Education and Employment History. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated/canceled without any notice.

#### Probation:

You will be on Probation for a period of six (6) months from the date of your joining and it is a significant period for a mutual understanding of expectations. The period of probation is liable to be extended by management, as it may deem fit. You will be confirmed in the services of the company, on satisfactory completion of probationary period.

#### Training Cost

KANINI will dedicate its resources, time, and cost as an investment to provide a high-quality training to groom you with technology and Soft Skills. To ensure the mutual benefit, KANINI expect you to be associated with the organization for a period of minimum three (3) years from the date of joining. If you choose to exit within the minimum service period mentioned above, KANINI reserves the right to recover the Training Cost incurred, as applicable.

**Appraisal & Promotion:**

Performance exhibited by individual is monitored using a Performance Management System and it is conducted on a quarterly basis. The annual appraisal cycle falls upon successful completion of one year and the process is initiated by end of the annuity during the respective quarter. Promotion to the higher roles & responsibilities are considered based on the individual performance metrics and accomplishments.

**Health Benefit:**

KANINI sponsors for Group Health Insurance for the employee & family (spouse & 2 kids), through third party providers for which you will become eligible from the first day of the employment.

**Overseas Agreement:**

Every KANINI employee is required to sign the Overseas Agreement to serve the company in India on return from an overseas deputation. This is to ensure that the knowledge and information gained by the employee during the deputation is shared and available to the company and its employees in India. This knowledge and Information is essential for KANINI to continue to serve its clients and customers.

**Notice Period:**

Your service in KANINI will be covered by three (3) months' notice period which is mandatory. However, this clause does not apply to dismissal of employees for performance related issues or termination on disciplinary grounds or violating any terms of the offer letter or rules of the company. After an employee notifies his resignation, it will be on the sole discretion of KANINI whether to let the employee serve their full notice period or to relieve them early based on the assignments prevailing during that time.

**Confidentiality Agreement:**

To protect the intellectual property rights of KANINI and its clients, you will be signing a Non-Disclosure Agreement (NDA) with effect from your date of joining. With this, you have agreed not to reveal information pertaining to clients, process innovations, proprietary inventions, project details and any other sensitive data to both internal and external parties and organizations.



# KANINI

*Excellence Redefined*

## Annexure III

### Compensation Break up

| <b>Monthly Components</b>   | <b>Rs.</b> | <b>Rs.</b>    |
|-----------------------------|------------|---------------|
| Basic Pay                   |            | 12000         |
| House Rent Allowance        |            | 6000          |
| Conveyance Allowance        |            | 1800          |
| Employer PF                 |            | 1800          |
| Other Allowance             |            | 8400          |
| <b>Gross Salary</b>         |            | <b>30000</b>  |
| <b>Total Monthly</b>        |            | <b>30000</b>  |
| <b>Total Annualized (1)</b> |            | <b>360000</b> |

| <b>Yearly Components</b> |  |              |
|--------------------------|--|--------------|
| Performance Incentive*   |  | 40000        |
| <b>Total (2)</b>         |  | <b>40000</b> |

|                        |  |               |
|------------------------|--|---------------|
| <b>Gross CTC (1+2)</b> |  | <b>400000</b> |
|------------------------|--|---------------|

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**KANINI Software Solutions India Private Limited**  
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**Annexure IV**

**KANINI's office locations**

**INDIA**

**Software Development Centres**

**KANINI Software Solutions India Pvt. Ltd.**

**Chennai Office**

Rattha Tek Meadows,  
No.51, Block - B, 3rd Floor,  
Old Mahabalipuram Road (OMR),  
Rajiv Gandhi Salai, Sholinganallur,  
Chennai, TN - 600 119

**Coimbatore Office**

6th Floor, Block C,  
Hanudev Infotech Park  
SF No.558/2, Udayampalayam Road  
(Near) Nava India Signal,  
Coimbatore, TN - 641028

**Pune Office**

World Trade Centre  
Dholepatil Farms Road Unit No.801  
8th Floor, EON Free Zone  
Kharadi, Pune - 411014

**Bangalore Office**

#1, 4th floor, Navrathna gardens  
Doddakallasandra, Kanakapura road  
Opp Doddakallasandra metro station  
Bangalore, KA - 560062

**USA**

**Corporate Headquarters**

KANINI Software Solutions, Inc.,  
25 Century Blvd, Suite 602  
Nashville, TN 37214  
[www.kanini.com](http://www.kanini.com)  
Work: 615-465-8287 EXT 101  
Fax: 615-465-8245