

17th August 2023

Dear Harshitha C ,

Following your job application and further discussions, we are pleased to appoint you as **Trainee Associate** in Speridian Technologies Private Limited (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and Conditions of the Contract

1. Requirements

You will have to provide 6 copies of your latest passport size colour photographs, the originals and one set of copies of all certificates from SSLC to the latest qualification, copy of PAN card, Passport, Aadhar on the joining date.

- a) The employment contract will be valid only after both parties confirm their acceptance by signing the contract.
- b) This contract is issued based on the particulars furnished by you in your CV and also at the time of interview/discussions with us. Speridian has a well-defined background verification process to establish the genuineness of the information and documents furnished by you in the Employment Application Form and CV. In case any information furnished by you is found to be incorrect during the verification process, or at any time during your employment with us, this contract, or your employment shall be annulled automatically.
- c) Your appointment is subject to your executing the Service Commitment Agreement.

2. Posting

Your place of work will be at the Speridian facility situated at Cochin. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

3. Reporting Date

You are requested to report at the Speridian facility situated at Cochin campus, on **11th September 2023 at 10.00 AM.**

4. Training

A. Assessment Requirement: During your initial period of employment, you will be required to undergo assessments to evaluate your performance, progress, and alignment with the skills and competencies required for your role within Speridian. These assessments may include evaluations, tests, projects, or any other methods the company deems appropriate.



- B. Assessment Period:** The assessment period will be determined by the company and may vary based on the nature of the role and the complexity of the skills being assessed. The duration of the assessment period will be communicated to you.
- C. Assessment Standards:** The assessment standards will be communicated to you before or at the commencement of the assessment period. These standards will specify the performance expectations and criteria that you are expected to meet.
- D. Training Assessment:** During and upon completion of the training, your performance, progress, and understanding of the training content will be assessed. These assessments may include evaluations, tests, projects, or any other methods the company deems appropriate.
- E. Training Outcomes:** Successful completion of the training and satisfactory performance in the training assessments are important factors in your overall performance evaluation. A positive outcome in the training assessment may lead to increased responsibilities, growth opportunities, or other benefits.
- F. Termination in Case of Non-Performance:** In the event that you do not meet the required assessment standards within the specified assessment period/during your training period, Speridian reserves the right to terminate your employment with immediate effect. Termination in such cases will be at the discretion of the company.

5. Probation

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.
- c) You are liable to submit the all pass certificate of your degree immediately after your joining so as to confirm your employment, failure of the same will lead to termination of the employment automatically.

6. Compensation

Your total annual CTC will be **Rs. 3,60,000** and the details are provided in Annexure A.

7. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 9.00 A.M to 6.00 P.M., with a break time of 1hour, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programs and emergencies.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to **12 days** leave per calendar year (January till December) during probation period. You will be eligible for all other leaves as per the company's leave policy upon your confirmation.



8. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company.

9. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc. that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

10. Term of Employment & Commitment

At will you are expected to honour the Service Commitment Agreement dated **11th September 2023** to be with the Company for not less than 24 months from the date of joining unless otherwise.

- I. Insolvency of **Company**; or
- II. **Company** ceasing to function as a concern.; or
- III. **Company** being declared bankrupt in liquidation, whether compulsory or voluntarily

In the event of leaving the service of the Company before completing the committed period referred to herein above or brings about a situation by misconduct compelling the Company to terminate the services. It is hereby agreed and declared that the loss that will be suffered by the Company on this account need to be paid back as per agreement.

11. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement by giving two months' notice to the other party without assigning any reason whatsoever on completion of the Service Commitment Agreement period.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
 - i. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in



- relation to the service under these presents or rules and regulations of the Company notified from time to time;
- iii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

12. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for duration of more than 45 days, you continue in employment with the Company for a period of at least 12 months from the end of such deputation.



- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period 12 months immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in India or elsewhere, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the Law and Legal industry and such other industry the Company will serve in future;
 - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company;or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Employment Contract is to be read in conjunction with the rules and regulations laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.



- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

If you agree to these terms and conditions, kindly return the counterpart of this Appointment Offer enclosed herewith duly signed on all the pages within seven days of your receiving it.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,



For Speridian Technologies Pvt. Ltd.

Vivek S Nair
Director – Human Resources

I have read and understood the terms and conditions of the above Employment Contract and I unconditionally accept the same without any reservations whatsoever.

Signed by:

Name:

Date:

Office Locations

Trivandrum	Kochi	Bangalore	Mumbai	Calicut
Technopark Campus G2, Thejaswini Trivandrum 695 581	Phase IV, Carnival Infopark SEZ, Cochin 682042	Etamin Block A Wing 5 th Floor, Prestige Tech Park Bangalore 560103	Unit # 107, Hubtown Solaris, N.S.Phadke Marg, Andheri - East. Mumbai 400069	5th Floor, HiLITE Business Park, Kozhikode 673014



Annexure - A
Compensation & Benefits

Name: Harshitha C	Designation: Trainee Associate
Band: 5A	Date of Joining: 11th September 2023

Salary Composition	Monthly	Annual
Basic	₹ 18,000	₹ 216,000
Special Allowance*	₹ 9,076	₹ 108,914
Employer PF	₹ 1,800	₹ 21,600
ESIC / Insurance	₹ 208	₹ 2,496
S & E / LWF	₹ 50	₹ 600
Gratuity	₹ 866	₹ 10,390
Total Fixed Salary	₹ 30,000	₹ 360,000
Total Cost Component	₹ 360,000	

- Flexi Benefits Plan – Please design your Flexi Benefit Plan towards your tax savings with Meal Pass Card which would be adjusted against your Special Allowance Component. LTA is capped at 1 month of your SPL allowance after adjusting your flexi comp.
- Mediclaim Insurance – You are covered under the group Mediclaim Policy for self @ 50%. You can cover your dependents also under the scheme on payment of additional premium.
- Group Life Insurance – You will be covered under the Group Life Insurance Scheme, managed by LIC which provides you with a total Life Insurance cover of ₹ 20,00,000/.
- Gratuity – Gratuity would be paid, as per the payment of Gratuity Act, 1972.
- Statutory deductions (Employer & the employee cost) KSE, LWF, ESIC, PF, Gratuity and Taxes such as PT, IT as applicable.

Yours Sincerely,

For Speridian Technologies Pvt. Ltd.,



Vivek S Nair

Director – Human Resources



Annexure - B

Documents to be submitted on the Date of Joining

1. Educational and Technical Certifications

- a) Original and Copy of X Mark sheet.
- b) Original and Copy of XII Mark sheet.
- c) Original and Copy of Degree Certificate(s) – Graduate and Post Graduate.
- d) Original and Copy of Mark Sheets of all years – All Graduate / Post Graduate.
- e) Original and Copy of any other Certifications/Course(s) attended.

2. Address Proof (SSLC Front page/ Driving License/ Voters ID Card /Aadhar)

3. Original and Copy of Passport with Visa stamping

4. PAN Card

5. Aadhar Card

6. Six Passport size photos and soft copy of the same.

Note: Soft copies of all the documents mentioned above are to be submitted in our online portal for which you will receive the link soon.

