SUTHERLAND

April 16, 2019

Dear **Sukrithi Vijay**,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate−IT Helpdesk** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before April 16, 2019** on the following terms and conditions.

Your place of posting will be initially at **Cochin.** However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.206,400.00** /− per annum (Rupees Two lakh Six Thousand Four Hundred Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Jophin Jose** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Service Rules and Regulations" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

The company reserves the right to terminate your employment on grounds of unauthorized absence from

duty, non−performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

Your appointment is subject to that your self−declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need−to−know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e−mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form −16 along with earnings certificate for IT purpose

Sutherland Global Services Private Ltd.
Annexure

Designation: Associate−IT Helpdesk
Date of Joining: April 16, 2019
Level: 1

Name of the Employee: Sukrithi Vijay

Components

FIXED PAY (A)	
Basic Salary	
House Rent Allowance	
Bonus	
Medical Reimbursement	
Special Allowance	
SKILL BASED PAY (B)	
Skill Based Pay	
Gross Salary (A + B)	
PERFORMANCE INCENTIVE (C)	
Performance Incentive	
STATUTORY BENEFITS AND INSURANCE (D)	
Employer's Contribution to PF	
Gratuity	
CTC (A + B + C + D)	
Net Salary (Gross−PF)	
Potential Earning (Net Salary + Performance Incentive)	

Performance Incentive	On completion of 2 months of ser Incentive which will be payable complete two months service in th Incentive will be payable from th based on the parameters which meeting the required standards o will be entitled to recei
Gratuity	Gratuity amount shall accrue an completion of 5 years of continues the time of Final
Insurance Coverage	Sum insured under Accident Insura Mediclaim is Rs.200,000.00/− for s
ESI	If your ESI wage (Gross − Bonu month, an amount equivalent deducted towards ESI every mo Program

Rs. Per a

56,978.028,489.027,127.015,000.026,200.0

9,000.00 162,794.

24,750.0

16,117.02,739.00 206,400.143,828.168,578.

Eligibility Criteria for the Performance Incentives:

Fresher

1. On completion of 2 calendar months of service, you will be eligible for a PI of Rs. 2750/− which will be paid on a monthly basis. If you become eligible in the middle of the payroll month, you would be entitled for the PI in the subsequent month only.

2. PI will be paid on a monthly basis, in the subsequent month's payroll. Example: Incentive for Feb'13 would be paid out in [2013] March's Payroll.

3. PI is payable for a calendar month, the definition of calendar month being 1st to 30th or 31st of the month.

4. PI will always be a Boolean slab (Rs. 0, Rs. 750. Rs. 1000, Rs. 1750, Rs. 2000, Rs. 2750), meaning if you achieve a KRA parameter, you get the full amount, [or] nothing if the parameter has not been achieved.

5. Your PI will be fixed at Rs. 24750 PA (Rs. 2750 * 9 months) at the time of joining. This will be revised to Rs. 33000 PA on completion of one year of service in Sutherland.

Tenured

1. You will be eligible for Performance Incentive which will be payable from the month subsequent to the month of your joining. This will be based on the parameters which will be defined by your program. On meeting the required standards on each parameter during the month, you will be entitled to receive Rs 2750/− per month.

2. You would not be eligible for any PI for the first month, if you have joined after the 1st [Date] of a calendar month.

3. Any employees joining between 2nd ~15th of the month, PI payout will be calculated and actual amount will be paid on pro−rata basis i.e., from DOJ till end of the month.

4. From the following month onwards, your PI will be based on you achieving the 3 KRA parameters, which will be defined by your program. The first and second parameters qualify you for Rs. 1000/− each and the 3rd parameter Rs. 750/−.

5. PI is paid in the subsequent month (Feb'13 PI will be paid in [2013] March's salary).

6. PI will always be a Boolean slab (Rs. 0, Rs. 750. Rs. 1000, Rs. 1750, Rs. 2000, Rs. 2750), meaning if you achieve a KRA parameter, you get the full amount, [or] nothing if the parameter has not been achieved.

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,
For Sutherland

Shiv Kumar Ganapathi

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

Offer electronically accepted by: Sukrithi Vijay
Offer electronically accepted on: Apr 16, 2019, 9:40 PM GMT+05:30