

## OFFER LETTER

Dear M Sharmila,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **02<sup>nd</sup> February 2022**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,04,000/- (Rupees Two Lakhs Four Thousand Only)** with fixed pay being **INR 1,68,000/- (Rupees One Lakh Sixty Eight Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Rupees Thirty Six Thousand Only)**.

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

## Terms & Conditions

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements .
- Your appointment is subject to submission of your credentials i.e. marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

## Notice Period

Your employment will be subject to termination on 30 days' notice on either side or salary in lieu thereof.

We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.



I hereby, accept the terms & conditions of the employment offered in totality.