

HRD/HYD/APP L/04-2021

April 01, 2021

Ms. Sirisha Lanka  
D No: 8-1-91  
Old Peddapuram, Peddapuram,  
East Godavari - 533437, AP

Dear Ms. Sirisha,

Sub: Appointment Letter

With reference to your application and subsequent interview with us, we have the pleasure in appointing you **Jr. Engineer - Automation/Validation** at our **Hyderabad Office** w.e.f. **April 1, 2021**.

Validity of the formal Letter of Appointment which is issued to you, is subject to your having successfully completed your graduation without any active backlog papers and with a pass percentage.

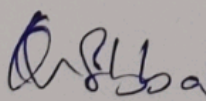
The terms and conditions of your appointment are as follows.

1. **Compensation:** Aztec Process Automation will pay you a salary as per the offer letter and compensation exhibit in accordance with our customary payroll procedures and subject to customary deductions and withholdings as required by law.
2. **EPF:** Aztec will provide employee provident fund as per government rules from April 2015. As part of it, each employee will have to contribute a minimum of INR 1800 or 12% of basic monthly salary. Aztec will contribute INR 1800 or 12% of basic salary, whichever is lower. All employees are encouraged to participate.
3. **Leave:** You are entitled to leave as per the organization's Leave Policy.
4. **Gratuity:** Applicable as per the Payment of Gratuity Act.
5. **Bonus:** You will be awarded appropriate annual bonus based on your and the company's performance.
6. **Medical Benefits:** In addition, the company also provides medical insurance or ESI, based on your salary eligibility, to you and your immediate family members (only spouse and children).
7. **Training Incentive:** Aztec will sponsor job-related external training based on your performance, previous experience, and education.




8. **Regular Performance Reviews:** Performance reviews are conducted annually in the month of October. All employees who have joined on or before 30<sup>th</sup> June will be eligible for the Annual performance reviews. All the mid-year reviews are performed at six months from the annual review. All performance reviews are based on merit, achievement, job description fulfillment and performance. Wage increases will be based upon this review, as well as past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies. Your supervisor will review and discuss your salary during your performance reviews.
9. **Probation:** You will be on probation for the first six months from the date of joining. On satisfactory completion of probation period, your appointment will be confirmed and the same will be communicated to you in writing. During probation period you could be let go with one month of notice.
10. **Termination:** Aztec may terminate your employment with a notice of one month or by paying salary in lieu of that period. You may resign from Aztec at any time but are expected to give one month (in some cases up to three months, based on seniority) advance written notice of your resignation date to minimize any disruption in work and/or project schedules. Based on project situation Aztec shall consider relieving you earlier within the notice period.
11. **Separation:** In the event you desire to leave employment with Aztec, it will be essential for you to give three months' notice in advance in writing to that effect. In case you leave without serving the entire notice period, Aztec has the right to deduct/ claim, as liquidated damages, an amount equivalent to three months' gross salary. In exceptional circumstances, however, the company may consider earlier release, but shall retain the right to deduct / claim from you, as liquidated damages, the amount of gross salary that would be payable to you for the remainder of the three-month notice period.
12. **Commitment:** You are required to sign an agreement of two years with Aztec. If you are positioned abroad on long term opportunity, you will be required to sign additional agreement to reiterate your commitment to the organization.
13. **Non Solicitation:** In order to protect the company's investment in its relationship with its clients, you agree not to solicit work, directly or indirectly, from any of Aztec's then current, past or prospective client(s) whom you become associated with or aware of, during the course of your employment with Aztec or during the course of discussions regarding your possible employment with Aztec for a period of one (1) year either from the date you leave Aztec's employment or the date on which discussions concerning your employment with Aztec terminate, as the case may be.
14. You will be responsible for safe keeping and handover of organization and IT assets which you will be using to perform your job.
15. You undertake that you will not disclose, outside Aztec, the information or knowledge relating, or any part thereof disclosed to you or gained by you by reason of your employment. This obligation shall continue to remain in force even after your employment ceases with the organization.



16. You will sincerely devote your time, attention, and abilities to the business of the company and shall serve the organization honestly. You are expected to faithfully carry out all lawful directions and orders of the company in discharge of your duties.
17. If at any time, in our opinion, which is final in this matter, you are found guilty, insolvent, dishonest, disobedient, disordered in behavior, negligent, undisciplined, absent from duty without permission or execute any conduct considered, by us, as detrimental to the interest of the organization or in violation of one or more terms of this letter, your services may be terminated without notice.
18. You will abide by the staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.
19. Your appointment is on the clear understanding that the information furnished by you in your employment application form is correct and the certificates and the references produced by you are genuine and bona fide.

You also agree not to solicit or otherwise encourage employees of, or consultants to, Aztec to terminate their employment or relationship with Aztec, for a period of one (1) year following termination of your employment with Aztec.

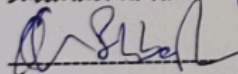
This appointment supersedes any prior discussions, oral or written, which we have had relating to your employment and other matters discussed in this letter.

Kindly confirm your acceptance of the above terms and conditions by returning a copy of this letter duly signed by you.

Sirisha, Aztec is a young and growing company where our belief is that our employees are our greatest asset and we encourage every individual's active participation in building our future together.

Very Truly,

Subbarao V. Kattamuri



Subbarao V Kattamuri, Director – India Operations

**Acknowledgment and Acceptance:**

I have read and understood the terms of this appointment letter, which I hereby accept. I will comply with the terms and conditions set forth in the letter, including the Termination and Non-Solicitation clauses, and the general rules, policies, and guidelines of the company.

-----  
Sirisha Lanka

Date: