



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

SOLUTIONS PVT. LTD.

Ref:422981

Date: November 1, 2020

Mr Hrishikesh Rane

Rn 7, Subhash Ward, Station Road ,
Tirora, Maharashtra
India - 441911.

Dear Hrishikesh Rane,

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.450,000.00 (Rupees Four Lakh Fifty Thousand Only)** the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

LOCATION

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

MEDICLAIM INSURANCE

As per company policy, you will be covered under Group Medical Insurance. The Group Mediclaim Policy will cover self and up to 3 dependents (spouse and 2 children). This insurance will start on your date of joining.

CODE OF CONDUCT

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

PROFESSIONAL ETHICS

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076

Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

ANNUAL LEAVE/PUBLIC HOLIDAYS

You will be entitled for 24 days of paid leaves per calendar year of service, or pro-rata for partial period of service in a calendar year. You are also entitled for 11 public holidays

NOTICE PERIOD/TERMINATION

This contract of employment may be terminated by either party by giving sixty days written notice or gross monthly salary in lieu thereof.

Project allocation is subject to availability of positions in the respective project at the time of your joining. Kindly note that while you accept this offer, we will be initiating your reference check in parallel. In case of a negative reference check, this offer will stand cancelled.

A detailed appointment letter will be issued to you on your date of joining us.

RELOCATION EXPENSES

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

NON-DISCLOSURE AGREEMENT

I **Hrishikesh Rane**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details, trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior on onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

Hrishikesh Rane, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Akash Suresh Gaikwad**
email: **AkashS.Gaikwad@Xoriant.com**.

Sincerely
For Xoriant Solutions Pvt.Ltd

RSDeshpande

Rakhi Deshpande
Head-Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Hrishikesh Rane

Agreed & Accepted on

Hrishikesh Rane

Annexure A

SALARY STRUCTURE	PER MONTH	PER ANNUM
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
A	33,360	400,310
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
B	2,250	27,000
C = A + B	35,610	427,310
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
D	1,891	22,690
CTC = C + D	37,500	450,000

Sincerely

For Xoriant Solutions Pvt.Ltd

RSDeshpande

Rakhi Deshpande
Head-Talent Acquisition

HR Signatory
Actual Date of Joining:

Agreed & Accepted on

Hrishikesh Rane

Agreed & Accepted on
Hrishikesh Rane

ANNEXURE B

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

BASIC

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

HRA

HRA is given to the extent of 50 %of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

CONVEYANCE ALLOWANCE

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

FIXED ALLOWANCE

Taxable

MEAL COUPON

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

GIFT CARD

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

FLEXI PLAN

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

MEDICAL ALLOWANCE

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

LEAVE TRAVEL ASSISTANCE

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

PROVIDENT FUND

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.

GRATUITY

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

Sincerely

For Xoriant Solutions Pvt.Ltd

HR Signatory

Actual Date of Joining:

Agreed & Accepted on

Hrishikesh Rane

**ANNEXURE C
DOCUMENT CHECK LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

Sr.No	Particulars
1.	Colour passport sized photographs – 8 Nos.
2	Color photograph's soft copy for Company photo ID card <ul style="list-style-type: none"> · Specification as per Id photo design are: · Having fixed width of 520px · Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side · Bottom crop by 3rd button of shirt just below the chest · Background should be white
3.	Certificates supporting your education qualifications: <ul style="list-style-type: none"> · SSC & HSC Mark sheets · Mark sheets (All Semesters) and convocation certificates of degree/ post graduation. · Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)
4.	Following employment documents for previous all employers: <ul style="list-style-type: none"> · Appointment letter · Experience and relieving certificates. · Last 2 month's pay slip
5.	Valid passport (include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



SOLUTIONS PVT.LTD

I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monetary or otherwise, unless and until the Company specifically agrees in writing ,herein after.

Name:Hrishikesh Rane

Sign: _____

- 1) Annexure A: Salary Break up**
- 2) Annexure B: Description of Salary Break up**
- 3) Annexure C: Document**

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

Sincerely

For Xoriant Solutions Pvt.Ltd

**Rakhi Deshpande
Head-Talent Acquisition**

Agreed & Accepted on

Hrishikesh Rane

**HR Signatory
Actual Date of Joining:**

Agreed & Accepted on

Hrishikesh Rane