



LETTER OF APPONTMENT

June 10, 2022

Viraj Mavalankar
Laxmi Nivas, Oppo. Police Line, Devrukh,
Tal - Sangmeshwar, Dist. - Ratnagiri.
PIN: 415804

Dear Viraj,

We are pleased to appoint you at the position of **Associate Engineer** on the following terms and conditions.

1. Your appointment will date from **June 01, 2022**
2. You should note that the salaries are consolidated i.e., Inclusive of Dearness Allowance. You will be eligible for the other allowances and benefits as per the company rules.
3. Matter of compensation is confidential information of company. Any discussion or disclosure of your compensation with anybody other than your Departmental head/Reporting Authority will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.
4. There shall be an initial probation period of six months, during which your performance will be evaluated. Basis the successful evaluation of your performance during this period, you will be absorbed into goDeskless. Your notice period will be of Three month.
5. You will be working at company's premises at Pune. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the Company or may be brought into force from time to time. You will also be eligible for 20 working days paid vacation per year, prorated as per your date of joining.
6. You may be required to undertake tours to client's location or other business assignments in connection with the company's business. You will be eligible for traveling expenses and other allowances according to the rules in force at that time.
7. All projects /Work you would be working on are confidential in nature. During your employment with the company, you will at all times observe secrecy in respect of any technical, trade or business data, customer's names/business details 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. You shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You will always also the responsible for protection and maintenance of the Company's best interest during the course of your employment with us. In addition, it is required, among other things that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you.
8. You will be required to abide by the organization's policies in force from time to time. You will also be flexible to changes made to the rules and regulations as deemed fit by the company

goDeskless India Pvt. Ltd.

K/31, swapanashilp, S No.19/2, Kothrud, Pune-411021 INDIA www.godeskless.com





9. Fresher will be required to undertake and sign NDA (Non -disclosure agreement) Documents effective from the date of joining. Fresher will be required to undertake and sign NDA (Non -disclosure agreement) effective from the date of joining. As per clause of that agreement, in an event that the employee separates from company either by resignation or by termination for non-performance /mis-conduct within 2 years of joining company, then the employee is liable to refund a minimum of his /her annual cost to company for the period of 12 calendar months preceding his /her last working day with company
10. During the tenure of your employment, you will comply with all policies, guidelines, rules and instructions including **goDeskless' s Business Code of Conduct**. At any time, if in the opinion of company, you are found guilty of any misconduct or of any actions, the company reserves the rights to withhold payments as may be due to you as well as take resources to legal action as deemed necessary, which can include termination without prior notice
11. Your service may be terminated by the Company at any time by either giving you three months' notice or payment of three months fixed salary in lieu of notice. Similarly, it will be permissible for you to resign from our services subject to your giving the Company three months' notice in writing of your intention to do so. If you should leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to three months fixed salary or you will be liable to be sued for damages. If at any time you are found guilty of misconduct, your services may be terminated without notice or payment in lieu of notice in accordance with the law.
12. You will be required to undertake a Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with goDeskless Software will not be utilized by you at any point to undermine the interests of goDeskless Software. We will be happy to provide the details of the Confidentiality Agreement.
13. If you separate from Audetemi within 12 months of issuance of the appointment letter, then all the expenses (including but not limited to Hiring consultant charges, re-location expenses, initial hotel stay, etc.) incurred by goDeskless towards on boarding of that resource shall be recovered from you or settled towards your full and final settlement
14. If you are engaged directly or indirectly in providing services to an end customer, you will not work for any If you are engaged directly or indirectly in providing services to an end customer, you will not work for any customers of GoDeskless India Pvt. Ltd. or GoDeskless Inc. (USA) (hence onwards, collectively referred to as GoDeskless) directly or indirectly for a minimum period of 24 months after GoDeskless ceases to have a contract and/or business relationship with the customer or you cease to be employed with GoDeskless India Pvt. Ltd., whichever is later. In the event of your failure to comply, goDeskless will have all the rights to initiate Legal action against you in nature of Criminal prosecution and Civil Litigation. Also, you will be liable for the cost and consequences thereof.
15. This appointment is made on the basis that the information furnished to us earlier is true. If at any time it is revealed that the employment has been obtained by furnishing false information or by withholding pertinent information, the company shall terminate your services without any prior notice.

Please acknowledge your acceptance of the appointment by signing and returning the duplicate copy of this letter.

I accept the above appointment and my date of joining is: _____

Welcome onboard.

Name: _____

With warm regards
(goDeskless India Pvt. Ltd)

Signature: _____

Date: _____





ANNEXURE 1

Compensation Details

Name : Viraj Mavalankar
Employee ID : 5091054
Designation : Associate Engineer
Group : Software Development
Location : Pune
Date : 01-June-2022

Salary Components

Component	Monthly (RS)	Annual (RS)
Basic	11,083	1,33,000
HRA	6,333	76,000
SA	5,933	71,191
TA	1,600	19,200
LTA	4,000	48,000
Medical Allowance	1,250	15,000
Employer's PF	1,467	17,609
Variable pay		20,000
Cost to Company (CTC)	31,667	4,00,000

Notes:

- The above components of the salary structure can change to be in accordance with the structure prevalent in the organization.
- Variable pay will be disbursed quarterly based on your performance for the quarter.
- Leave Travel Allowance (LTA) disbursement option of monthly or annual can be chosen at the time of joining. Leave Travel Allowance, if opted on actual basis is subject to tax exemption on providing original invoices and compliance to Income Tax regulations.

