

13th April, 2013.
Mr. Shravan Aitha,
H.No.1-3-224, Kamsari Bazar,
New Bowenpally, Secunderabad-11
Andhra Pradesh, India

Dear Shravan,

Sub: Offer of Employment

With reference to your discussion with us, we are pleased to offer you the post of **Inventory Executive**.

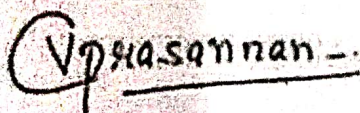
Compensation: Your total gross base compensation inclusive of all benefits will be **Rs. 1, 68,000 /-** (Rupees One Lakh Sixty Eight Thousand only) per annum (refer Annexure II) and will be subject to deduction of tax at source as per statutory regulations

Date of reporting: You are required to report at our office at **Hyderabad** on or before **15th April, 2013**. The terms of this offer (including the terms contained in the Annexures) are strictly confidential between you and Marquistech. If you fail to report for duty on **15th April, 2013**, this offer will be withdrawn.

On the day of your reporting, please get in touch with the undersigned to complete your joining formalities.

We welcome you to Marquistech and look forward to your contributions in growing the business with the team here in Marquis Technologies Pvt. Ltd. Annexures I, II & III attached to this communication forms part of the offer letter.

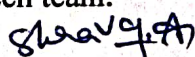
Best Wishes,
For Marquis Technologies Pvt Ltd.



Vinitha Prasannan
(Sr.HR Executive)

Enclosed: Annexure I, II, III & IV

I have read and understood the terms and conditions of the offer (including the terms and conditions of the Annexures) and am happy to accept them for employment at Marquistech. I will be joining Marquistech on or before **15th April, 2013** and look forward to being a part of the Marquistech team.


Signature: Shravan Aitha.

Date: 13-04-2013

Annexure – I

1. All terms and conditions governing your employment with Marquistech are incorporated in this offer letter. Any other commitment either verbal or otherwise by any official of Marquistech made will not be binding the organization unless such commitments are incorporated in this letter.
2. You will be entitled to receive salary and reimbursements / allowances as per the terms of Annexure – II, attached herewith and other benefits as per existing policies of Marquis Technologies Pvt. Ltd. ("Marquistech").
3. **Documents to be submitted:**
Please furnish the following information, certificates / documents for our record on the day of joining.
 - (a) Date of Birth proof
 - (b) Educational qualification - Copies of your degrees, diplomas etc.,
 - (c) Previous Employment –
 - a. Salary Particulars (Salary Certificates + Last three months drawn pay slip)
 - b. Relieving and Experience Letters from your previous and current employers.
 - c. If the management chooses they can do reference check.
 - d. Your PF Number, incase you want to transfer your PF amount from your previous employer.
 - (d) Photocopy of your passport, if you have one.
 - (e) Five copies of your recent Passport size colour photographs.
 - (f) You will keep us informed of any change in your residential address or in your civil status.
 - (g) Medical fitness certificate from a recognized Hospital or a registered Medical Practitioner.
4. **Probation Period:**
You will be on probation for a period of Six (6) months from the date of joining. During the probation period your absence at the client's place may not be entertained. It is made clear that during this period your services may be terminated at any time without assigning any reason thereof. Marquistech can at its discretion extend the probation period, as it deems necessary or terminate your employment, as the case may be.

In the event of separation from the employment, during the probation Period, notice of three months is to be given by you or payment of salary is to be made in lieu of shortfall in notice period. Salary in this case will be computed based on CTC. By mutual consent, the employee and the management can agree on early relieving without any payment in lieu of shortfall in notice period.

During probation period, if the management felt that your work, conduct or behavior is not satisfactory, your services would be terminated at any time without assigning any reason thereof. The non receipt of such communication confirms your satisfactory completion of probation period and you will be retained on the roles of the organization. There will be no separate communication, confirmation letter, revised appointment letter or any other such communication in this regard.
5. **Training Program and Agreement:**
Every employee will be imparted with Technical training either in the Marquistech or at the Client's premises. The period of training will be for three months and shall begin from the date of joining. The employee is also expected to sign an agreement with Marquistech for the training program attached as Annexure IV.

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6. Confidentiality:

In the performance of your duties, you will come to possess information (written or unwritten) on the Company's operations, processes and plans. All such information shall be held by you in the strictest of confidence and shall not be divulged to any person during your service with the Marquistech or thereafter. In the event of you contravening this confidentiality provision while in service of Marquistech or thereafter then Marquistech will be at liberty to initiate appropriate legal proceedings.

7. Non Disclosure:

You shall not communicate, or attempt to communicate to the public, media bodies, journals, academic institutions etc or cause to disclose at any time, any information or documents, official or otherwise relating to Marquistech, except with the prior written approval of the Authorised Person of Marquistech. Detailed NDA enclosed.

8. Intellectual Property Rights:

Any product development, process, discovery, plan, specification, program, design, process, adaptation or improvement in procedure or other matters of work which can be the subject matter of protection granted to any intellectual property rights (including without limitation to patents, designs and copyrights), made, developed or discovered by you alone or jointly with any other person or persons while in the employment of Marquistech, in connection with or in any way affecting or relating to the business of Marquistech or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Marquistech and shall belong to and be the absolute property of Marquistech. On joining, you will be requested to sign a formal Confidentiality agreement with Marquistech.

9. Place of posting:

Your posting will be at Hyderabad.

However during your employment with the company, you may be posted / transferred to any of the client's offices / projects / divisions/ departments / units of the company existing or to be set at any other location in India or abroad, without any additional remuneration. Such a posting will not entail you to become an employee of the client's organization at any time unless specifically agreed to by both Marquistech and their client(s).

While serving in the client's organization, all issues including HR, Personal and admin will be addressed to Marquistech only and will not be taken up with the client.

10. As per the policy of Marquistech, we expect all our full-time employees to devote their full-time attention and efforts to the business of Marquistech. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of Marquistech. In specific cases, e.g. writing for a magazine / journal, speaking at various forums explicit permission from Marquistech has to be taken prior to your engaging in such activity. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the sole discretion of Marquistech.

11. You will be entitled to statutory benefits such as Provident Fund etc., as per the policies of Marquistech and applicable legislations.

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12. You will be eligible for leave as per the policy of Marquistech relating to leave, which are in force from time to time.
13. You will be governed by the rules and regulations of employment established by Marquistech and general work practices, which will be in force from time to time.
14. You will be responsible for the safe keep and the return in good condition and order, of all property such as equipment, computers, books, etc., which may be in your use, custody, care or charge. Marquistech shall have the right to deduct the monetary value of all such things from any final monetary settlement due to you, and take such other action, as Marquistech deems proper in the event of your failure to account for such property to the satisfaction of Marquistech.
15. **Termination of Permanent Service:**
You will automatically retire from the service of the company on attaining superannuation age of 58 years.

If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - (a) Return to work within 8 days from the commencement of such absence and
 - (b) Give an explanation to the satisfaction of the Management regarding such absence.
16. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
17. **Notice Period:**
Your employment can be terminated by Marquistech at any time by giving three months notice in writing or payment in lieu. The employee if willing to terminate this offer shall do so by giving three months notice or in lieu of payment of three months compensation drawn by the employee at the time of his termination. However under no circumstances the employee is at liberty to terminate this offer during the period of the Agreement for Training Program signed and executed at the time of joining. Marquistech shall have the sole discretion to accept his/her resignation and relieve an employee on determination of the agreement. The management reserves its right to, at its sole discretion accepts your resignation and relieves you immediately by waiving the notice.
18. Upon termination of your employment with Marquistech, you shall forthwith return to Marquistech all assets and property of Marquistech including all documents, files, books, papers, memos, software or any other property of Marquistech in your possession or under your control.

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Annexure II – Compensation Breakup

Shravan Aitha: Inventory Executive with effect from 15th April, 2013.

Fixed Compensation	Per Month (INR)	Per Annum (INR)
Basic	2500.00	30000.00
Additional Allowance	6225.00	74700.00
House Rent Allowance	1250.00	15000.00
Dress Allowance	1500.00	18000.00
Medical Reimbursement	1250.00	15000.00
Conveyance Allowance	850.00	10200.00
Provident Fund (Employer Contribution)		3600.00
Medical Insurance		1500.00
Total	13575.00	168000.00

Deduction	Per Month (INR)
Professional Tax	200.00
Provident Fund	300.00
Total deductions	500.00
Net Salary	13075.00

Shravan Aitha