



Jan 30, 2021

Mr. Kavin Selvan,
110/3, Seelampatti,
Perundurai, Erode - 638052.

Dear Kavin Selvan,

Subject: Appointment Letter

We are pleased to appoint you as **"Project Engineer"** in our company Unilogic Technologies Pvt. Ltd. Please find the below terms and conditions of this appointment which are based on our Company policies.

1. APPOINTMENT:

- a. Your date of appointment is effective from the date of joining. You have to confirm your acceptance of this appointment by signing and returning a copy of this offer. Your date of joining will be 1st July 2021.
- b. Your present place of work will be at Unilogic Technologies, 304-A, PSG STEP Software Park-2, Peelamedu, Coimbatore – 641004, India. But during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the company's projects or any other establishment in India or outside, at the sole discretion of the management.
- c. You will be on a probation period for the 6 months from the date of employment, during which the company will evaluate your performance. If your performance is found satisfactory, your services will be confirmed with the company in written after six months and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for your evaluation. During the probation period your services can be terminated with seven days notice without any reasons whatsoever.

2. SALARY AND BENEFITS:

- a. Your annual total employment cost to the company would be INR 2,40,000 (Two lakhs forty thousand rupees only). Your monthly salary during the probation period will be INR 15,000 and upon confirmation it will be revised up to INR 20,000 based on your performance. This is the take home pay. Upon confirmation you will be eligible for other company benefits such as company mediclaim policy and certification fee allowances. The details of the salary structure will be communicated at the time of joining.
- b. Your salary will be reviewed annually as per company policy. Changes in your compensation are discretionary and are based on your performance during the period and other relevant criteria.
- c. Your individual remuneration is purely between yourself and company. It has been arrived on the basis of your job skills, specific background and professional merit. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your



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colleagues in the company except those who have been designated as having the authority to know your salary details.

- d. You will be eligible for holidays on Sundays and all declared public holidays. In addition, you are eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service which would cover 15 working days of paid leave per annum (5 Casual Leave, 5 Sick Leave, 5 Privilege Leave) which would be credited to the employee on a quarterly basis of each financial year. During Probation you will have 4 working days of paid leave (2 Casual Leave, 2 Sick Leave) for the first two quarters from date of joining.

Year / Quarter	Q1	Q2	Q3	Q4	Total
During Probation	2	2	-	-	4
After Confirmation	4	4	4	3	15

- e. Minimum Period of Service: You will be given training on company's cost which will equip you to execute the project work successfully in Unilogic and at customer site. At the same time, company expects you to deliver your service in Unilogic for a minimum period of 2 years. Failing to fulfill this commitment and purely at the discretion of the employer, for any risk whatsoever, the employee will be required to pay to the employer without demur, and on demand, a sum not exceeding 12 (twelve) months net Salary as was being received by the employee at the time of said notice, as compensation. You will be requested to submit the relieving letter from the previous employers (if applicable), proof of last drawn salary (if applicable) and educational certificates (10th, 12th and Degree Certificates in original) for our records during the date of joining. Same will be returned to you upon completion of minimum period of service.

3. GENERAL RESPONSIBILITIES:

- a. Each employee based on their roles and responsibility, you are required to deliver 8 hours of productive work between 9 AM and 6 PM from Monday to Saturday.
- b. You have to ensure that you are available for all relevant customer meetings, team meetings and interactions.
- c. You may be required to travel on Company work for which you will be reimbursed as per the Company Policy.
- d. You shall inform the Company of any changes in your personal data within 7 days of the occurrence of such change.
- e. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

4. INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION:

- a. You will be required to comply with all such rules and regulations as the Company may frame from time to time.



- b. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
- c. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
- d. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- e. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- f. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
- g. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

5. TERMINATION:

- a. At anytime during the employment, if you decide to leave the company, your services can be terminated on two month's notice on either side.
- b. In the event of deciding the termination of employment, where you are committed to project/customer (onsite work), you shall be required to enable smooth transition and transfer of knowledge to the person assuming your responsibilities.
- c. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- d. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

6. CODE OF CONDUCT:

- a. Everybody in the Company is expected to treat all others with respect and dignity.
- b. Our dress code requires our employees to wear presentable outfits (formals or smart casuals).

Saturdays are casual dress days but it still excludes what may be considered extreme fashion like torn jeans, etc. Men are required to wear shoes on all working days and mandatory for customer visits.

- c. Access to Internet/E-Mail in the office premises is strictly for official purpose only. Your usage / downloads may subject to firewall / monitoring software to adhere to company policies. More detailed company Internet / Email usage guidelines will be given during training period.
- d. Personal mobile phones should be switched off / put in a silent mode during office hours. Personal emergency calls should be taken outside the office without disturbing office ambience.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" which would be effective from the date of joining.

If you agree to the terms and conditions mentioned above, please sign and return the company copy of declaration form.

We request you to produce relieving letter from the previous employers, educational certificates (10th, 12th and Degree Certificate), and proof of last drawn salary with an original copy of the same for our records during the date of joining.

Welcome to Unilogic Technologies. We wish you a long, rewarding and fulfilling career and look forward to joining us.

With Best Wishes,

For Unilogic Technologies Private Limited



Senthilkumar Murugesan
Managing Director & CEO

DECLARATION

I, **Kavin Selvan**, have read the above mentioned terms and conditions and agree to confirm to the norms and practices established in this organization.

I hereby accept the position of "**Project Engineer**" at the salary mentioned in this appointment letter. I confirm that I will join the company on 1st July 2021. If unable to join on the said date, I will inform the Company well in advance with another confirmed date.

Signature: 

Date: 12/02/2021 Place: Perundurai