



Lt. No. HOU/HR/APP/2022/0032

27-December-2022

E. Havila
ANITS

Dear **E. Havila**

Sub: Offer letter for the Position of **Developer Trainee - Healthcare**

With reference to your application for the employment and further to our discussions, we are pleased to offer you the position of **"Developer Trainee - Healthcare"** at **M/s HealthOnUs Technologies Private Limited**

This offer letter and its schedules explain the terms and conditions governing your appointment and also outline some important aspects of your career in our Organisation, the aspects that we would want you to be familiar with.

A. FINANCIAL ASPECTS:

1. Your detailed salary structure has been given in **Annexure - I**
2. All the payments made to you under the head salary shall be subject to deduction of taxes at source as per the Income Tax Act 1961 or any amendment, or replacement of the said act. The individual will be responsible for filling his/her own returns under applicable law and the Organisations assumes no responsibility for the individuals personal tax affairs.
3. In all other matters, including those specifically not covered here, such as Leave, Provident Fund, Leave Encashment, Gratuity, etc., will be governed by such rules and these may be applicable to the Organisation, from time to time.
4. Your salary shall be reviewed, from time to time, as per the Organisation's Policy.

B. OTHER TERMS AND CONDITIONS:

1. This appointment is subject to your being found medically fit and on satisfactory verification of your qualifications and references.
2. This appointment will take effect from the date you have joined your duty, which is not later than 2nd Jan 2023
3. You will have to take the responsibility for efficient, satisfactory and economical operations in the areas of responsibility that may be assigned to you from time to time.
4. Shift Working: You may be required to work in shift or perform extended hours of work as may be necessary and called upon to do so at the sole discretion of the Management.

HealthOnUs Technologies Private Limited

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Vizag Office: Second Floor, Plot No. HIG-413, Midhilapuri Colony, Madhurawada, Visakhapatnam - 530041.
Company CIN - U85100TG2022PTA166510



5. **Transfer:** Your initial place of work will be at our **Hyderabad** office and should be ready to relocate as per the company's requirement. However, the Organisation may place you anywhere on any assignment in any unit, department, in the associate concern of the Organisation in India and abroad, it may be considered necessary, at its sole discretion, from time to time. The management may also assign you to such other works in any other units of the Organisation as may be considered necessary from time to time, subject to the provision that your remuneration and facilities will not be adversely affected.
6. **Intellectual Property Rights:** All the intellectual properties, including all technical information, documentation, research materials and findings etc., in your possession or acquired during the course of your employment with the Organisation shall be intellectual property of the Organisation and all benefits, commercial or otherwise, shall accrue to the Organisation.
7. **Confidentiality:** You shall keep confidentiality at any time during or after your employment with the Organisation, and will not divulge or communicate to any person, except in the performance of your obligations under this Agreement, or use for your own purposes, trade secrets, confidential commercial information or any other information concerning the Organisation or any of its affiliates, which is not of public knowledge.
8. You are required to ensure that at all times you carry yourself in a manner that reflects high prestige and image of the Organisation.
9. You shall be liable to pay for damages caused to the Organisation by your negligence, default or any breach of rules or operational/administrative instructions as may be issued by the Organisation from time to time.
10. You shall not, be engaged with any other academic Organisation, during your employment with the Organisation
11. During the course of your employment with us you shall be required to keep yourself informed, updated and compliant with all of the published policies and procedures of the Organisation in force and as may be amended from time to time and as applicable to you which shall be considered to be a part of this appointment letter and terms of employment. The Organisation shall not be responsible for any damage/loss of any nature whatsoever occurring to you, owing to your not being aware of and/or updated with any such Organisation policies and amendments thereof.
12. Notwithstanding anything contained in this letter and subject to the provisions of applicable rules and regulations, if you misrepresent any matter in respect of your qualifications, experience or last salary drawn, or any matter pertaining to your employment with the Organisation, or if you commit breach of any the conditions contained herein, or you are found guilty of misconduct, indulge in infringement of the Organisation's rules and regulations, or any disobedience to orders or instructions, or conduct yourself in a manner which would bring the Organisation or its employees into disrepute or if you borrow money from any of the customers of the Organisation or from any one trading with the Organisation, you shall be summarily discharged without notice or salary in lieu thereof and in such cases you shall have no claim whatsoever on the Organisation.
13. In case of any adverse comments received during your reference checks, then the Organisation at its own discretion will terminate your appointment with immediate effect. In such cases, you will not be entitled to any notice pay or salary.

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14. The office supplies and infrastructure, if at all provided to you by the Organisation (including the personal computer, tablets, mobile phones, SIM cards, business cards, email addresses) are the assets of the Organisation, and the Organisation has always a right to access them without notifying to you. You shall use these supplies and infrastructure only for official purpose.
15. Overstaying sanctioned leave period or unauthorized absence without prior sanction of leave, for a period of eight days or more will be treated as a serious indiscipline and may be in the discretion of the Organisation, which will lead to expiry/termination of the contract of appointment, unless satisfactorily explained to the Organisation.
16. You will conform to the Organisation's expected standards of discipline regarding which specific rules/orders may be laid down from time to time, or understood by convention as per Organisation norms. Further, you will confirm to the HR Manual, Policies and Code of Conduct of the Organisation, as amended from time to time.
17. This contract of appointment shall be governed and construed in accordance with laws of India and shall be subject to the exclusive jurisdiction of the Courts at Visakhapatnam.
18. Insurance, if any, will be as per the Organisation policy.
19. You will indemnify us against any loss or damages or liability caused to it arising out of any matter from your personal affairs including marital dispute, property related matters, or any other civil or criminal proceedings where the Organisation is made party to it or impleaded into by any person claiming under or against you.
20. Duties and Responsibilities: You will ensure smooth functioning of your duties and the Department with special reference to the duties and responsibilities assigned to you, and also other responsibilities if any assigned by Organisation time to time.

C. TERMS & CONDITIONS :

1. **Probation Period:** Your appointment will be on probation for a period of 6 months. Your employment would be regularized upon successful completion of probation period alongside review of designation (if any) and additional pay benefits subject to satisfactory performance during the period of probation
2. **Termination of Service:** The organization can terminate your services by giving 30 days prior written notice.
3. **Resignation to Employment:** In case of your resignation to employment, you are required to serve 90 days notice to the organisation.
4. No leaves will be sanctioned during the time of notice period unless it's an emergency.
5. Upon separation from the Organisation, you will be required to immediately return to the Organisation all Organisation property and assets together with the documents, files, books, manuals, memos in your possession or custody.

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Please acknowledge receipt and return the duplicate copy of this letter duly signed and dated as a token of your having accepted the terms and conditions of this offer of appointment.

We welcome you to our business family and wish you a long and successful journey with us.

Yours truly,
For **M/s HealthOnUs Technologies Private Limited**

A handwritten signature in black ink, appearing to read "D J Bharat Reddy", is written over a large, faint, rounded rectangular box.

D J Bharat Reddy
Director

I have pursued the offer Letter and hereby accept the same and shall abide by its terms and Conditions.

Signature:

Name of Employee: _____

Date: _____

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ANNEXURE- I

Associate Name	E. Havila	
Department	Healthcare IT	
Designation	Developer - Trainee	
	PER MONTH	PER ANNUM
CTC Fixed	30,000	3,60,000
Variable Pay – Performance based		Upto 10pct of fixed CTC

*Salary components as part of CTC shall include PF & Gratuity contribution by employee & employer and other components may change as per statutory laws and organizational policies.

*You are entitled to claim reimbursement of 10 days accommodation not exceeding INR 1000 per day during the time of reporting to our Hyderabad office.

Employee Signature: _____

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