

Offer Letter

Dear **MUCHAKARLA DHAKSHAYINI**,
congratulations! We are pleased to confirm that you have been selected to work for Frontend Developer at **Orizen Softwares Pvt Ltd**. We are delighted to make you the following job offer:

The position we are offering you is that of Frontend Web Developer with an annual cost to the company of 500000 ₹. You will be under probation for 2 months and you will be entitled for a stipend 20000 ₹ / month under training and you will undergo training under probation period. Once you have completed training and probation, Offered Salary and Employee Benefits are Subjected. On successful completion of 2 months probation period you will be eligible for full time employment benefits. At the time of joining, you are expected to carry your educational and experience documents copies. Please note that this Offer is subject to your being given a clear background check either at the time of reporting, joining date will be 10/03/2026 or thereafter depending upon our receipt of the background check report.

We are confident you will be able to make a significant contribution to the success of **Orizen Softwares Pvt Ltd** and look forward to working with you

Annexure A

1. Posting and Transfer

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Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of 2 months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. Under probation period the company will pay only 20000 ₹ per month and the salary deposit will be on the 5th date of every month.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not

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seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

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7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof. Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these **items**. Upon **resignation**/termination of employment, you will also return all company property, which may be in your possession. Notwithstanding the above **condition**, the contract of service may also **be** terminated

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because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any

of the act committed by you. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company. If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

10. Timings

Regular office hours at the firm are 09:30 am to 06:30 pm from Monday to Thursday and Friday you will be occupied with team meetings and week off will be on Saturday and Sunday. Further, the firm reserves its right from time to time to assign your work

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in timings or days as required for business reasons. In case of non-performance by an employee, then the employment will be terminated from the company.

11. Holidays

The Company will release a list of 12 national & festival holidays each year. You will be granted compensation for any work on holidays. You will also be granted an annual leave of 12 days in any calendar year (January through December once you are out of probationary period), which should be taken after consideration of business priorities and after approval from the company.

12. Medical Insurance

Medical insurance (also known as health insurance) for employees with a sum insured amount of ₹5 lakhs. Here are key points to consider when implementing a medical insurance plan:

1. Coverage Options

- **Inpatient hospitalization:** Covers room charges, ICU, and doctor fees.
- **Daycare procedures:** Covers surgeries that do not require 24-hour hospitalization.
- **Pre and post-hospitalization expenses:** Medical expenses incurred before and after hospitalization.

2. Network Hospitals

- **Ensure the insurance provider has a robust network of hospitals for cashless treatment, which is beneficial for employees during emergencies.**

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3. Additional Benefits

- **Maternity Coverage:** If applicable, consider coverage for maternity expenses.
- **Regular Health Check-ups:** Some plans offer annual health check-ups.
- **Critical Illness Cover:** An option for additional protection against severe diseases.
- **Ambulance Charges:** Cover for emergency transport.

4. Premium Costs

- Evaluate the premium rates offered by different insurance companies for the coverage amount of ₹5 lakhs. Compare plans to find the most cost-effective option.

5. Policy Exclusions

- Understand what is not covered under the plan to avoid surprises, such as pre-existing conditions or specific treatments.

6. Renewability

- Look for plans with lifelong renewability to ensure continuous coverage for employees.

7. Family Floater Plans

- some organizations may offer family floater plans, which provide coverage for the employee's entire family under a single sum insured.

Steps to Take:

- **Research Providers:** Compare policies from different health insurance providers.

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- **Employee Benefits Package:** Include the insurance plan in the overall employee benefits package to attract and retain talent.
- **Feedback from Employees:** Gather input from employees regarding their health insurance preferences.

By providing quality medical insurance, organizations can foster a supportive work environment and ensure employee well-being.

13. Training

During the Probation period you should attend work from home. You need to attend day to day training sessions without fail, your attendance and leave will be calculated based on your sessions, if you have any planned leaves or any emergency take permission from the HR Manager.

Annexure B

This is your expected salary structure.

Salary Component	Yearly	Monthly
Basic salary	300000	25000
HRA	150000	12500
Special Allowance	50000	4166.67
LTA	0	0
Total	500000	41666.67

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Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

To accept this offer, please sign and return a copy of this letter.

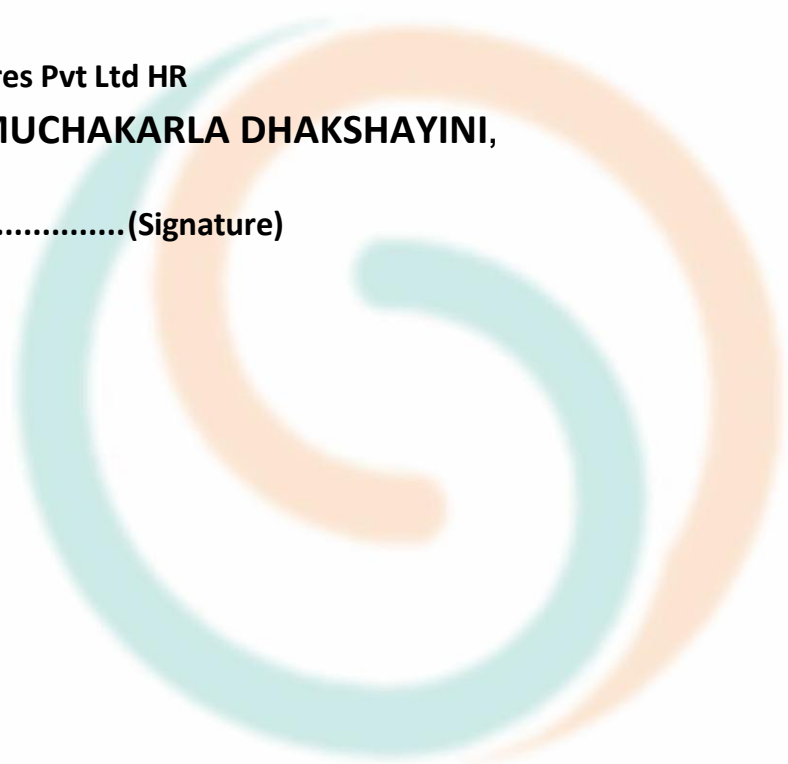
Sincerely,

K Neha

Orizen Softwares Pvt Ltd HR

Accepted by MUCHAKARLA DHAKSHAYINI,

Date.....(Signature)





Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, ESI and professional taxes in accordance with applicable law.



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