



Date: May 06, 2024

**Mr. Pasala Paul Alex Samuel John,
6-8-39, Hyerpel, Sattenapalli,
Palnadu, Pin-522403.**

Letter of Appointment

Dear Pasala Paul Alex Samuel John,

Welcome to Meslogic IT Solutions. With reference to your application and subsequent discussions, we are pleased to offer you the position of **"AI Engineer"** at **Meslogic IT Solutions** as per below terms and conditions.

We look forward to your joining by **May 13, 2024**. Your appointments shall be effective from the date of joining to the Company. You will be placing at our base Location Hyderabad Office and will report to the designated manager.

Please refer to:

- Annexure – I for the compensation and benefits details.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to hr@meselab.net at least 7 days prior to your date of joining as provided earlier. Please contact us immediately if you required an alternate joining date.

You're required to submit a signed copy of this offer letter along with the copies of the following annexure on the day of your joining:

Annexure – I (Compensation and Benefits)

The offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and or terminate the employee's services and take necessary legal action.



Terms & Conditions of Employment

Working Hours: Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00 a.m. and 6.00 p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work. You will be the whole time Employee of the Company your working hours may be regulated/determined from time to time by the Management.

Leave Eligibility: You will be eligible for 22 days of Earned leave and 8 days of Medical Leave. You will also be eligible for Special Leave of 3 days for Marriage, 3 days for Paternity Leave and 3 days for Bereavement. However, special leave cannot exceed 7 days in a year.

Probation Period: There is a six-month probation period, post which, on the basis of performance, you will be confirmed. 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. During the tenure of the said probation period (including extended period of probation, if any) the Management all have the right to terminate our services without giving you any prior notice or assigning any reasons thereof.

Termination: We hope your association with us will be a very long one. However, either party may terminate this association by giving one month's notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.



8th Floor, Vaishnavi's Cynosure,
2-48/5/6, Gachibowli Rd,
opp. RTTC, Telecom Nagar,
Gachibowli, Hyderabad,
Telangana - 500032.



+914071025249



info@meselab.net



Notice Period: Employee may terminate Employee's employment pursuant to this Agreement with at least Forty Five (45) days' prior written notice (the "Employee NoticePeriod") to the Company. Upon termination by Employee under this section, the Company may, in its sole discretion and at any time during Employee Notice Period accept the resignation and terminate the employment effective before the completion of the notice period. Employee shall not take any vacations during the Notice Period without the prior consent of the Company.

Medical Benefits: You are eligible for medical insurance, which covers yourself, your spouse, and dependent children and dependent parents, up to a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.

Transfer: Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/ assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.

Salary Revisions: Remuneration will be subject to annual review. Meslogic IT Solutions believes in rewarding performance and paying competitive salaries according to the market. The result of any remuneration review will take your performance into account as well as the value of your competency set in the marketplace.

Secrecy: During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.

General: The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force. In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time.



Annexure – I

Earnings	Per Month	Per Annum
Basic	23340	280080
HRA	9336	112032
Conveyance Allowance	1600	19200
CCA	3501	42012
Medical Allowance	1250	15000
Special Allowance	19323	231876
Total CTC	58350	700200
Deductions		
PT	200	2400
Provident Fund	2801	33612
Total Adjustments	3001	36012
Gross CTC	55349	664188

Meslogic IT Solutions has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the letter confirming the terms and conditions in this appointment letter. This offer will expire 2 days from the date of this letter.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Meslogic IT Solutions.

For MESLOGIC IT SOLUTIONS.,



R Tharun
Manager-Human Resources



8th Floor, Vaishnavi's Cynosure,
2-48/5/6, Gachibowli Rd,
opp. RTTC, Telecom Nagar,
Gachibowli, Hyderabad,
Telangana - 500032.



+914071025249



info@meselab.net