



LIQUENT Software India Private
Limited
(A Parexel Company)
3rd Floor, 5B, RMZ Ecoworld
Infrastructure Pvt.Ltd SEZ,
Devarabeesanahalli Village,
Marathahalli Sarjapur Road,
BENGALURU, INDIA – 560 103t
+91 806 772 3000
www.Parexel.com

PXL-BAN-CRS/LIQ-FY21-698

June 09, 2021

Saurabh Patidar

B/L 298 Housing Board Colony,
Pithampur, Dhar - 454775.

Dear Saurabh,

We are pleased to offer you the position of **Project Data Coordinator, LIQUENT Software India Private Limited, A Parexel Company, Bengaluru** under the following terms and conditions.

1. DESIGNATION, GRADE AND PLACEMENT

- 1.1 You are designated as **Project Data Coordinator**, in “**Group 2 Tier 5(G2T5)**”. Your designation is merely indicative of the responsibilities, which you are required to carry out. However, it is expressly understood that your services are transferable to any of our offices/ group companies in India or abroad, at the sole discretion of the management of the Company. You can also be deputed/ seconded to any of our offices / group companies. Your primary office will be at RMZ Eco World,SEZ,Campus 5B,IIIrd Floor,Sarajpur, Marathalli Outer ring road, Devarabeesanahalli Village, Varthur Hobli, Bengaluru East Taluk, Bengaluru. This is an SEZ location and you need to abide by all the relevant SEZ rules.
- 1.2 Upon joining you shall be signing the ‘Employee Confidentiality, Invention & Non-Solicitation Agreement’ with us in this regard and you shall comply with the provisions of these documents during and after the course of your employment, as the case may be.

2. DATE OF JOINING

- 2.1 Your date of joining would be _____. This offer is valid only up to that date. You are requested to confirm your acceptance on or before **14th June 2021**.

3.0 PROBATION

- 3.1 You will be on probation for a period of 6 months from the date of your joining the organization, which may be extended at the sole discretion of the Management. The company's standard training period is three months out of the six months' probation mentioned here and may vary based on the job requirement and candidate's skills
- 3.2 Your employment will be deemed confirmed and a letter will not be issued, unless otherwise communicated to you in writing for reasons not limited to performance & discipline.

4.0 SALARY BREAK UP:

Group 2 Tier 5		
Project Data Coordinator		
Salary Break up	Annual Gross	Monthly Gross
	INR.	INR.
Basic Pay	180000	15000
House Rent Allowance	72000	6000
PF Employer's Contribution	21600	1800
Special Allowance	56400	4700
CTC	330000	27500

Note:

1. After joining Parexel, employees could choose the Flexi basket components from the amount specified in Special allowance, any balance amount after allocation will be categorized as special allowance.
2. Flexi basket is a combination of tax saving components that are part of your CTC.

Annexure 1

Flexi Basket

Component	Amount Up to (INR.) Per Annum
LTA	75% of 1 month basic salary
Master Health Check-up	INR 30,000
Mobile Handset Allowance	Tier 1: Up to INR 60,000 Tier 2: Up to INR 40,000 Tier 3-5: Up to INR 20,000
Meal Voucher	INR 24,000
Vehicle Allowance (Applicable for Tier 1 & 2 only)	Tier 1 (Snr Director & above): INR 300,000 Tier 1 (Director): INR 264,000 Tier 1 (Associate Director): INR 184,000 Tier 2: INR 39,600*

4.1 Notes:

- 4.1.1 For all the tax saving components in Flexi basket, you will be expected to produce bills and vouchers on an Yearly basis.
- 4.1.2 Please note, tax saving components is based on Income Tax (IT) guidelines. Components could be amended based on IT guidelines from time to time.
- 4.1.3 Your salary is strictly confidential and you are expected to maintain the confidentiality. Any breach of this confidence will be viewed with utmost seriousness.

4.2 Taxation:

Notwithstanding any other provision in this Agreement, the Company shall be entitled to withhold any taxes or sums as required under any applicable laws, including without limitation, any taxes or assessments on professional fees, and shall accordingly be entitled to deduct such amount from the salary. You will be responsible for the payment of all taxes including your own personal tax, and service tax to the extent applicable and that it shall be your responsibility to file all tax returns and reports with respect to any of the foregoing.

5.0 FLEXIBLE BENEFITS - ParexelFlex

ParexelFlex offers a comprehensive and flexible benefits package that protects you and your family in the event of illness and provides financial assurance and wellness programs for your wellbeing. The program provides flexibility and choice to enable you to design a benefits package that best suits you and your family's needs.

Details of ParexelFlex and the benefits you can choose are enclosed. None of the ParexelFlex provisions form part of your contract of employment. Any benefits arising under the Scheme will be payable by or under the authority of its providers and are not guaranteed or warranted by the Company.

Other Benefits	Value (INR)	Comments
Gratuity	8654	
Transportation (Pick up & Drop Facility as per policy, transportation within 35 kms radius from office)		Not Reimbursement

5.1 Gratuity is governed by the Gratuity act, it is accrued and only paid if employee completes 5 years of service with Parexel.

6.0 LEAVE

6.1 You will be entitled to leave as per the leave policy of the company. Details of accumulation and encashment etc. would be governed by company policy.

7.0 WORK TIMINGS

7.1 You will have to abide by the timings and the hours of work applicable to the company.

7.2 The Company works 9 hours a day and 5 days a week. This is inclusive of two short breaks of 15 mins each and a meal break up to 30 mins. However, there may be certain work exigencies that may require for you to stay beyond stipulated work hours.

8.0 GENERAL

- 8.1 You are required to adhere to the disciplinary requirements of the Company.
- 8.2 It is an express condition that the Company's personnel are whole-time employees and accordingly, you shall devote your time to the Company's business.
- 8.3 You shall not, without express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
- 8.4 You shall not give out to anyone in any manner whatsoever, particulars, or any other details of any of the matters pertaining to the Company or its working, or any other confidential information. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
- 8.5 While you are in the employment of the Company, you would be governed by the Employee Confidentiality, Invention & Non-Solicitation Agreement, which is annexed to this appointment letter.
- 8.6 If any of the particulars furnished by you in your application or interview is found to be false or incorrect, your services are liable to be terminated without any notice or compensation.

9.0 CODE OF CONDUCT

- 9.1 You are not authorized to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/newspapers unless otherwise authorized by the representative of **LIQUENT Software India Private Limited, A Parexel Company**, which the Management decides from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company. The Company will not be responsible or liable for any claims that may arise out of such views.
- 9.2 You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage. You will abide by all statutory and regulatory laws at all times and violation of any of these will attract immediate termination of employment.
- 9.3 Please refer to the Employee Handbook, which gives you an exhaustive coverage on compliance requirements.

10.0 PROVIDENT FUND

- 10.1 With effect from your date of joining you will be covered under the Employees Provident Fund Scheme as per the State Employees Provident Fund Act.
- 10.2 Employee's contribution towards Provident Fund will be deducted at 12% of basic salary. It will be deducted from the monthly salary and will be accounted in the pay slip.
- 10.3 In case you are already a member, the same account could be transferred to the Company and be continued by the Company.

11.0 RESIGNATION / TERMINATION FROM SERVICE

11.1 Your services can be terminated on either side by 2 months' notice or payment in lieu thereof at the sole discretion of the Management.

11.2 In case of any breach of trust, gross negligence of duty or for any other reasonable cause your services could be terminated without notice in which case no notice will be payable.

12.0 RETIREMENT

12.1 You will retire from the services of the Company on your attaining the age of 58 years.

12.2 For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining, will be deemed to be final and binding.

13.0 TRAINING AGREEMENT

As part of your employment with Parexel a training agreement of two (2) years will be applied to your role. You would be provided process specific training upon commencement of your employment. On account of the same, you will be provided a hardcopy of the training agreement document post joining. You will be required to sign and hand over the training agreement document to Human Resources Department.

With your acceptance to the offer, it is deemed that you have understood the clause and agree to the condition of the agreement. In the event of you not willing to adhere to the clause of training agreement associated to your role, your offer stands withdrawn.

14.0 REFERENCE CHECK

Your appointment/confirmation will be subject to your being found suitable after appropriate reference checks and antecedent verification.

We welcome you to our organization, and look forward to having a mutually beneficial association.

Please sign the duplicate copy of this letter in token of your acceptance of the terms and conditions of service stated herein.

At the time of joining please bring along with you the following for our records:

1. One set of photocopies of your educational certificates
2. 5 passport size photographs.
3. Proof of date of birth in original along with 1 set of photocopies.
4. Experience certificate
5. Relieving Order
6. Form 16
7. Passport copy

Yours truly,

For **LIQUENT Software India Private Limited, A Parexel Company,**



Ranjit Dadigela
Director, Talent Acquisition

To indicate your understanding and acceptance of this letter, please sign below and return a copy of this letter to the HR Department.

_____ Date: _____

Probable date of Joining: _____