



OFFER LETTER

Ms. Nisha V

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes


REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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REGISTRAR


Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR



PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Devansh Mishra

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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REGISTRAR





OFFER LETTER

Mr. Shree Rakesh A K

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

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Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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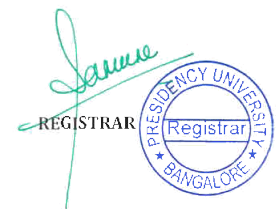
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Signature:


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OFFER LETTER

Mr. Pavan Kumar H S

Date: Tuesday, June 30, 2020

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Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Human Resource

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Signature:


REGISTRAR





OFFER LETTER

Ms. Seeksha Jain

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:


REGISTRAR





OFFER LETTER

Ms. Ashwini S

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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REGISTRAR


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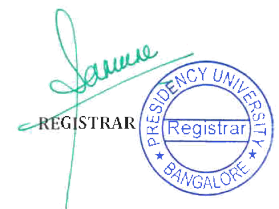
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Signature:


REGISTRAR





OFFER LETTER

Mr. Sandeep K R

Date: Tuesday, June 30, 2020

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OFFER LETTER

Mr. Mohamed Fardeen

Date: Tuesday, June 30, 2020

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Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.


REGISTRAR


Annexure A

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The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
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5. Resume
6. BYJU'S Offer Letter
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9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR





OFFER LETTER

Ms. Anusha M N

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes


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PRESIDENCY UNIVERSITY
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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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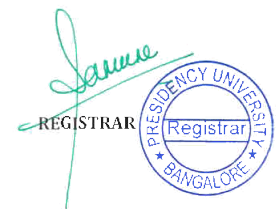
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Signature:


REGISTRAR





OFFER LETTER

Mr. Lalith Kumar M

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,



Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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REGISTRAR


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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR





OFFER LETTER

Mr. Abhinav Rajiv

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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REGISTRAR


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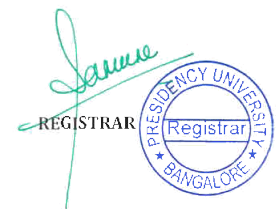
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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR





OFFER LETTER

Mr. Aditya Narayan Sharma

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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REGISTRAR


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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR





OFFER LETTER

Ms. Anusha Sharma A

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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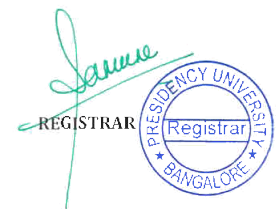
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Signature:


REGISTRAR





OFFER LETTER

Mr. Avanigadda Jai Chandra

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:


REGISTRAR





OFFER LETTER

Mr. Boppe Durga Darshan Kumar

Date: Tuesday, June 30, 2020

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Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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3. Employment/Professional taxes


REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.


REGISTRAR


Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


REGISTRAR





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Gurudixith P M

Dear Guru,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

CHIBBER CONSTRUCTIONS is offering a full time position for you as "**Site Engineer**", reporting to Site Manager starting After 6th August 2020.

In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 LPA. You will be paid on a Monthly basis.

As part of your compensation, we're also offering Travelling Allowances and Accommodation.



Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21st Dec 2019.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Deepak Raju C G

Dear Deepak,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Avani P

Dear Avani,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Sushmitha K S

Dear Sushmita,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Narendra J

Dear Narendra,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Alokh A Reddy

Dear Alokh,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Balla Gagan Rishith

Dear Gagan,

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HR Manager

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REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Bogireddy Sai Kumar Reddy

Dear Sai Kumar,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


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CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Burhan Inayat

Dear Inayat,

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


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CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Ganesh Gaddam

Dear Ganesh,

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Nihal Das

Dear Nihal,

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Rohit Kumar S

Dear Rohit,

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Vasanth Kumar V H

Dear Vasanth,

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Hakim Sibtain

Dear Hakim,

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HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Ashith K A

Dear Ashith,

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HR Manager

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Umar Farooq P K

Dear Umar,

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HR Manager

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Vinutha G

Dear Vinutha,

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

J Hemanth Kumar

Dear Hemanth,

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Manju Y

Dear Manju,

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CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Gagana K J

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CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Vinayaka M T

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Darshan H S

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HR Manager

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REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Arun Kumar H

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Raman Sharma
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh


REGISTRAR




Dhatuonline

To,
Shivasai Mulagala
Student ID: 2016PEE022
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Shivasai Mulagala,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on **1st July 2020** & submission of all mandatory documents (**Annexure-1**) and thereafter performance during the probation period. In case of non-submission of any mandatory document(s), you will be required to sign a declaration of undertaking of the actual date of submission of the document(s). Non-submission of the document(s) on the said date might lead to termination of employment.

You will be required to enter into a **Service Agreement (24 months)** to be executed between you and the Company on the day of joining. The detailed appointment Letter will be handed over to you on the date of joining.


REGISTRAR




Dhatuonline

Annexure-1

Students are requested to bring the following documents in original, along with two photocopies of each.

Required documents:

- 1 - All Educational Certificates with mark sheets
- 2 - Provisional mark sheet/ certificate (if not graduated)
- 3 - Aadhar Card
- 4 - PANCard
- 5 - Valid Passport (Optional)
- 6 - Recent passport-sized color photograph (3 copies)
- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Adarsh S
Student ID: 2016PEE028
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Adarsh S,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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You will be required to enter into a **Service Agreement (24 months)** to be executed between you and the Company on the day of joining. The detailed appointment Letter will be handed over to you on the date of joining.


REGISTRAR




Dhatuonline

Annexure-1

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- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Akhil T Reji
Student ID: 2016PEE032
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Akhil T Reji,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Dhatuonline

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Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Aswin S Babu
Student ID: 2016PEE037
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Aswin S Babu,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muhammed
Student ID: 2016PEE049
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muhammed,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muneeb K
Student ID: 2016PEE052
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muneeb K,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Susmith K T
Student ID: 2016PEE066
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Susmith K T,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Abhimanue V P
Student ID: 2016PEE901
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Abhimanue V P,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Parnish Baruah
Student ID: 2016PEE904
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Parnish Baruah,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muhammad Sabir
Student ID: 2016PEE907
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muhammad Sabir,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Mohammed Safeer
Student ID: 2016PEE908
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Mohammed Safeer,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Antony Thava Selvam
Student ID: 2017LPE002
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Antony Thava Selvam,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Chandan R
Student ID: 2015CSE031
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Chandan R,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Rajath R Bagre

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed

/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Sanne
REGISTRAR Registrar
RESIDENCY UNIVERSITY
BANGALORE

DIVRT (INDIA) PVT. LTD.



5. list of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Azeemullah K

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed

/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

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REGISTRAR Registrar
RESIDENCY UNIVERSITY
BANGALORE

DIVRT (INDIA) PVT. LTD.



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We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Masroor Shadman Hussain

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Shwetha

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Divyarani R

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Mohammed Bilal A Naik

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Anirudh K

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Pallavi S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sumaiya Firdose

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Rohith Reddy Mt

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Afnan

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sinchana Y Y

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed

/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.


REGISTRAR Registrar
RESIDENCY UNIVERSITY
BANGALORE

DIVRT (INDIA) PVT. LTD.



5. list of documents to be submitted after accepting the offer letter:

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- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Ashutosh Chandrashekar Mandi

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sparsha S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Abhishek A Kumar

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Luqman

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Bharathesh Reddy G H

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Megha D C

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Alaikya M

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Suryakiran B T

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Vijeth Kumar S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Chekrapani B R

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
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iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.


REGISTRAR Registrar
RESIDENCY UNIVERSITY
BANGALORE

DIVRT (INDIA) PVT. LTD.



5. list of documents to be submitted after accepting the offer letter:

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We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Tejaswini C

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. N. K. Harshith

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Keerthana J

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Anny Christopher M

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Prajval P

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Joyce Mary B

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Pooja G

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Nikitha S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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Your name



Offer Letter

9 June 2020

Mr. Sharath K G

Dear Sharath K G

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 16000/-** per month. You may be eligible for an incentive pay based on the *company's* incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

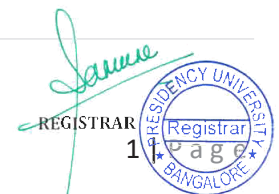
Taxes

1. All taxes, where applicable, will be to your account.

www.cuemath.com | info@cuemath.com

Cue Learn Pvt. Ltd, Plot no. 7, 2nd & 3rd Floor 80 Feet Road, 4th Block, Kormangala, Bangalore- 560034

Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

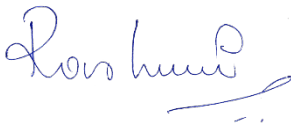
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We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



Offer Letter

9 June 2020

Mr. Shivakumar

Dear Shivakumar

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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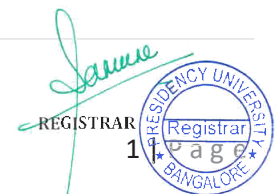
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3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
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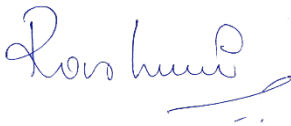
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
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	Monthly
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Offer Letter

9 June 2020

Mr. Pralhad Ramarud Patroti

Dear Pralhad Ramarud Patroti

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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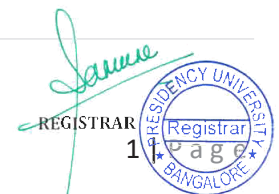
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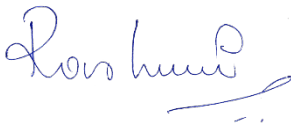
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

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Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

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Offer Letter

9 June 2020

Mr. Muniraju N

Dear Muniraju N

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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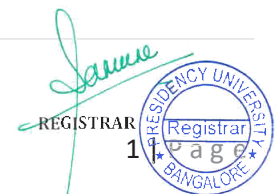
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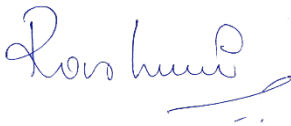
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

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Annexure -I

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ESI	520
Total	16000

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Annexure -II

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Offer Letter

9 June 2020

Mr. Shubham Tiwari

Dear Shubham Tiwari

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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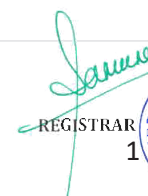
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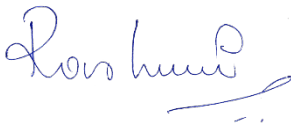
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Offer Letter

9 June 2020

Mr. Sharan S P

Dear Sharan S P

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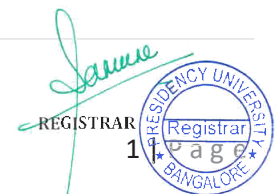
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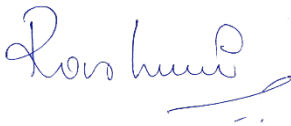
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Offer Letter

9 June 2020

Mr. Ranjith Reddy M A

Dear Ranjith Reddy M A

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

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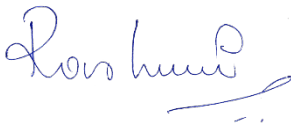
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We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



Offer Letter

9 June 2020

Mr. Swaroop G

Dear Swaroop G

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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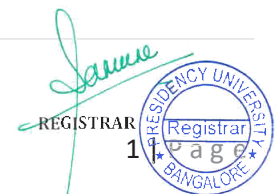
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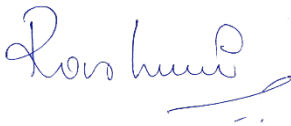
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

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Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

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Offer Letter

9 June 2020

Mr. Benakesh R

Dear Benakesh R

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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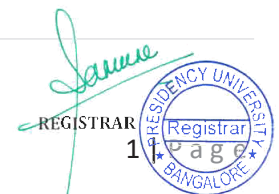
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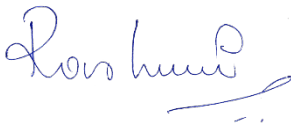
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

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Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
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Offer Letter

9 June 2020

Mr. Sandeep Nari

Dear Sandeep Nari

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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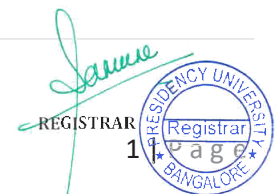
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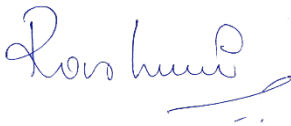
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For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

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Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

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Offer Letter

9 June 2020

Mr. Anandkumar Barasakale

Dear Anandkumar Barasakale

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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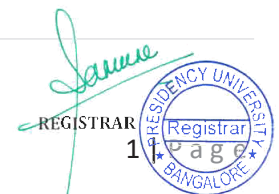
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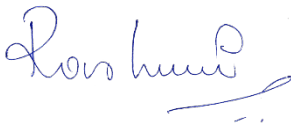
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Ms. Rashmi K C
(Head – HR)

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Annexure -I

Compensation Structure

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Offer Letter

9 June 2020

Mr. Shrinivasa H S

Dear Shrinivasa H S

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

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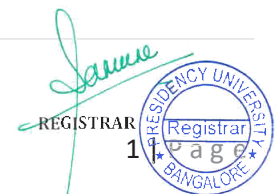
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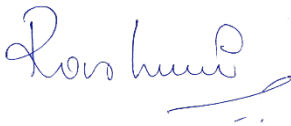
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Annexure -I

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Offer Letter

9 June 2020

Mr. Sachin S

Dear Sachin S

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3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
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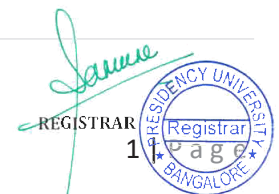
Taxes

1. All taxes, where applicable, will be to your account.

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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

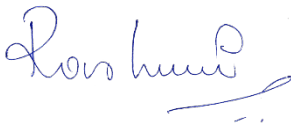
Other Conditions

1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein

contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.

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Offer Letter

9 June 2020

Mr. Miyasab Abdul Razzak Balikai

Dear Miyasab Abdul Razzak Balikai

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 16000/-** per month. You may be eligible for an incentive pay based on the *company's* incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

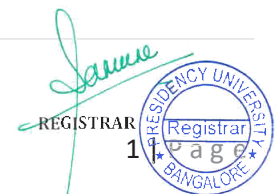
Taxes

1. All taxes, where applicable, will be to your account.

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Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

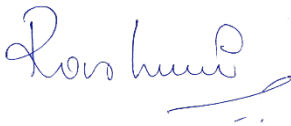
Other Conditions

1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein

contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.

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Offer Letter

9 June 2020

Mr. Tarun Anjan G

Dear Tarun Anjan G

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 16000/-** per month. You may be eligible for an incentive pay based on the *company's* incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

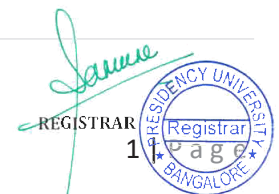
Taxes

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3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the *Company's exclusive* property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

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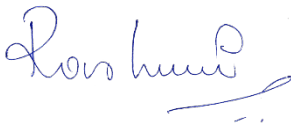
Other Conditions

1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein

contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.

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February 14, 2020

Rajesh R
rrajesh1007@gmail.com

Dear Rajesh R,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Rajesh R	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance




February 14, 2020

Pavan Kumar G
pavangovindappa@gmail.com

Dear Pavan Kumar G,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Pavan Kumar G	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Shashank Gowda S
Shashankgowdas014@gmail.com

Dear Shashank Gowda S,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR 

Annexure I: Compensation Structure			
Name	Shashank Gowda S	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance




February 14, 2020

Abishek A S
abisaroja@gmail.com

Dear Abishek A S,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR 

Annexure I: Compensation Structure			
Name	Abishek A S	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance





February 14, 2020

Patel Krunal Dipeshkumar
emailkp18@gmail.com

Dear Patel Krunal Dipeshkumar,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR 

Annexure I: Compensation Structure			
Name	Patel Krunal Dipeshkumar	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
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Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Vinay Mk
vinaymk666666@gmail.com

Dear Vinay Mk,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Vinay Mk	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Pratheek P L
pratheek048@gmail.com

Dear Pratheek P L,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Pratheek P L	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Ananthkumar A S
ananthkumar155.ak@gmail.com

Dear Ananthkumar A S,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Ananthkumar A S	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance



February 14, 2020

Athulraj
athulraj80@gmail.com

Dear Athulraj,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

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REGISTRAR


Annexure I: Compensation Structure			
Name	Athulraj	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Jayakrishnan K Prakash
jayakrishnanprakash333@gmail.com

Dear Jayakrishnan K Prakash,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

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REGISTRAR


Annexure I: Compensation Structure			
Name	Jayakrishnan K Prakash	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Jayanth C
c.jayanth@rocketmail.com

Dear Jayanth C,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

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REGISTRAR


Annexure I: Compensation Structure			
Name	Jayanth C	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

L S Maqusud Ali
maqusudalil@gmail.com

Dear L S Maqusud Ali,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	L S Maqusud Ali	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Rohith Roy S P
rohith82454rr@gmail.com

Dear Rohith Roy S P,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Rohith Roy S P	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance



February 14, 2020

Anchal Totla
anchaltotla123@gmail.com

Dear Anchal Totla,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Anchal Totla	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Md Amanulla Shaikh
amanullas037@gmail.com

Dear Md Amanulla Shaikh,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Md Amanulla Shaikh	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance




February 14, 2020

Deekshareddy P V
deekshareddypv05@gmail.com

Dear Deekshareddy P V,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

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Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR 

Annexure I: Compensation Structure			
Name	Deekshareddy P V	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Vinayak V Koni
vinnu201586@gmail.com

Dear Vinayak V Koni,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Vinayak V Koni	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance




February 14, 2020

Somu Lakshmi Vishnu Vardhana
vishnume06@gmail.com

Dear Somu Lakshmi Vishnu Vardhana,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Somu Lakshmi Vishnu Vardhana	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Sharath Babu S L
sharath.gadari@gmail.com

Dear Sharath Babu S L,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR 

Annexure I: Compensation Structure			
Name	Sharath Babu S L	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance





February 14, 2020

Swaroop R
swaroopgowda90326@gmail.com

Dear Swaroop R,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Swaroop R	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Varun B N

Varunbn123@gmail.com

Dear Varun B N,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Varun B N	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with care of acceptance



February 14, 2020

Nikhil T H
nikhilth.niki@gmail.com

Dear Nikhil T H,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Nikhil T H	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance




February 14, 2020

Ranjith C
ranjithchandru96@gmail.com

Dear Ranjith C,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Ranjith C	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance





Feenixtech India



Dear Mr/Ms Dodda Siva Naga Seshireddy

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Doppalapudi Rushitha

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

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- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Fathiha Afreen F

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

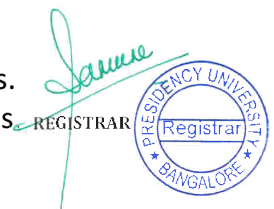
Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Gurram Shanmukha Sai

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Himanshu Sharma

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Kurapati Sai Sravan

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

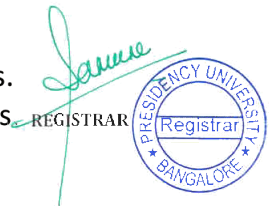
Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Maddali Naga Venkata Sai Akhil Babu

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Mandre Anand Kumar

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Shaik Mohammad Maaz

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Mohamed Zahid

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Mopuri Mahendra Reddy

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Mutukundu Yaswanth Reddy

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Pattan Wazid Khan

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Ragi Sivareddy

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Rahul Madhariya

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Rishav Sharma

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Salman Rahman

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

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Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Sarvesh

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

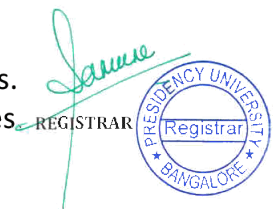
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Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



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+919384888140



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Shaik Waseem Akram

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Shreyas R

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Hr Executive,
Human Resources
Feenixtech India.**



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Signature



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Shurthi Mol Y

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Shweta Yadav

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Hr Executive,
Human Resources
Feenixtech India.**



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Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Syed Mehdi Razavi

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

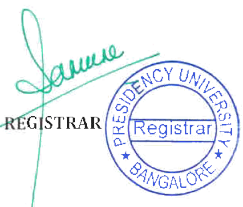
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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Tanari Sai Surya Teja

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Hr Executive,
Human Resources
Feenixtech India.**



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Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Thumu Narendra

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As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

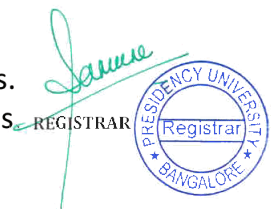
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Human Resources
Feenixtech India.**



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Signature



+919384888140



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Uday Pratap Singh

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Hr Executive,
Human Resources
Feenixtech India.**



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Signature



+919384888140



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Vaddi Sai Kiran

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Human Resources
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Signature



+919384888140



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Vidya Sagar Jha

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Signature



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BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Vikash Kumar Thakur

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- **Completing all assigned tasks and assisting with day-to-day operations.**
- **Participating in meetings, workshops, and other learning opportunities.**



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Gunti Viswanath

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Yudhisthir K Chavan

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Gorripati Jagadeesh

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Jetti Shivaprasad

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Jha Harsh Kumar Manoj Jha

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Akanksha

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Oshal Borkar

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



Feenixtech India



Dear Mr/Ms Finney Darla

Feenixtech India is pleased to offer you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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**Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.**



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai

05th May 2020

Ref: OPEX/RRF3584.CAN5486/9104

APPOINTMENT LETTER

Abhijeet Kumar Singh

Dear Abhijeet,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Abhijeet Kumar Singh

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR


Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9105

APPOINTMENT LETTER

Kushal Reddy N

Dear Kushal,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Kushal Reddy N

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9106

APPOINTMENT LETTER

Sanjay Joy

Dear Sanjay,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Sanjay Joy

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9107

APPOINTMENT LETTER

Ganavi L

Dear Ganavi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Ganavi L

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9109

APPOINTMENT LETTER

Meghana Varsha T R

Dear Meghana,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Meghana Varsha T R

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9110

APPOINTMENT LETTER

Pavan Kalyan M R

Dear Pavan,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Pavan Kalyan M R

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9111

APPOINTMENT LETTER

Kruthika V

Dear Kruthika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Kruthika V

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR


Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9112

APPOINTMENT LETTER

Shalini K

Dear Shalini,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Shalini K

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

Sanna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9113

APPOINTMENT LETTER

Basavaraj R Masali

Dear Basavaraj,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Basavaraj R Masali

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9114

APPOINTMENT LETTER

Rohithkumar S

Dear Rohithkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Rohithkumar S

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9115

APPOINTMENT LETTER

Nikhil M

Dear Nikhil,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Nikhil M

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9116

APPOINTMENT LETTER

Suhas S

Dear Suhas ,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Suhas S

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9117

APPOINTMENT LETTER

Anusha P S

Dear Anusha ,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Anusha P S

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9118

APPOINTMENT LETTER

Sanjana Poonia

Dear Sanjana,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Sanjana Poonia

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
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	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanjana
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR

Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9119

APPOINTMENT LETTER

Jagadishkumar

Dear Jagadishkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Jagadishkumar

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR
PRESIDENTIAL UNIVERSITY
BANGALORE
Registrar

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9121

APPOINTMENT LETTER

Rakesh M

Dear Rakesh,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR 

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




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PRESIDENCY UNIVERSITY
Bangalore

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Rakesh M

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR 

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR


10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


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Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: OPEX/RRF3584.CAN5486/9123

APPOINTMENT LETTER

Rahul Agnesh

Dear Rahul,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.


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BANGALORE

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Rahul Agnesh

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


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