

**Fwd: Offer Letter for Keerthana D**

Keerthana D &lt;5999keerthana@gmail.com&gt;

Mon 24-May-21 9:29 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, May 20, 2021, 16:40**Subject:** Offer Letter for Keerthana D**To:** <[5999keerthana@gmail.com](mailto:5999keerthana@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Keerthana D**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

01-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR 

**Keerthana D**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

From: **HR CBBR** <[hr@cbbbr.co.in](mailto:hr@cbbbr.co.in)>

Date: Fri, Jun 18, 2021, 12:40

Subject: Employment Offer at Coldwell Banker Brad Realty

To: <[ankit1kumar1997@gmail.com](mailto:ankit1kumar1997@gmail.com)>

Dear **Mr. Ankit**,

1. This is reference to your application and subsequent interview you had with us for employment in **Coldwell Banker Brad Realty**.
2. We are pleased to accept you as **Relationship Manager - Sales & Marketing** to be based in **Coldwell Banker Brad Realty, 3F03, 3rd Floor, Arya Hub, Hope Farm Circle, Whitefield Main Road, Bengaluru-560066**, on the terms and conditions as mutually agreed upon at the time of interview. A formal letter of appointment will be issued to you after joining the company.
3. As discussed, your **Monthly Gross salary will be Rs.25,000.00** (Rs. Twenty Five Thousand only) and **Annual CTC will be Rs.3,00,000** (Rs. Three Lakhs only).
4. You are requested to report at our office **Coldwell Banker Brad Realty, 3F03, 3rd Floor, Arya Hub, Hope Farm Circle, Whitefield Main Road, Bengaluru-560066**, preferably on or before **21st Jun 2021** in case you do not report by the stipulated date, It shall be presumed that you are not interested in the offer and the same stand withdraw without any further reference to you.
5. At the time of joining, please bring with you, the photocopies, and the original testimonials of **proof of Aadhar, PAN, Education Qualification, Previous service certificates, relieving letter, Previous 3 months' Salary Slips along with Salary credit Bank Statement, 4 passport size photographs and Bank Account details (cancelled cheque/Passbook copy/Account statement)**.
6. Any information, pertaining to your candidature, declared by you at the time of joining or at a later stage, if found to be fabricated, false or tampered and incorrect, Will lead to your dismissal from the services without any notice or compensation.
7. Your Probation Period will be of Three Months, Following the initial Probationary Period, a Progression and Performance review will be conducted on a quarterly basis to assess performance. This arrangement may be terminated by notice in writing to the employee with notice of days during the Probation period and employee can leave the organisation with two months' notice period and there will not be any leaves applicable during this probation period except weekly off.
8. Violating **CODE OF CONDUCT** leads to Disciplinary action/suspension/Termination without pay for a period of time of their determination based on the employee's violation and/or behaviour.
9. Detailed Appointment letter will be shared to you within 30 working days from the date of joining.
10. Kindly acknowledge your acceptance on receipt of this email.

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Thanks & Regards

**Anitha Devaraj**

Manager - HR & Admin

**Coldwell Banker Brad Realty**

3F03,3rd Floor, Arya Hub, Hope Farm Circle,

Whitefield Main Road, Bangalore 560066. India.

Mobile: +91 97400 18883 | Ph: 080 2971 8888 Extn: 210

Email: [hr@cbbbr.co.in](mailto:hr@cbbbr.co.in) | Web: [www.cbbbr.co.in](http://www.cbbbr.co.in)



**Fwd: Offer Letter for Mokshith Tirumala N S**

Mokshith Moksha &lt;mokshithmoksha@gmail.com&gt;

Mon 31-May-21 12:36 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sun, May 30, 2021, 14:09**Subject:** Offer Letter for Mokshith Tirumala N S**To:** <[mokshithmoksha@gmail.com](mailto:mokshithmoksha@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Mokshith Tirumala N S**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR  


**Mokshith Tirumala N S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
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ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.



Ref: HR/JUL/21/A3/58940545/60204889/1000994745

Date: 04 July, 2021

Sachin Srinivasa k r  
1st Cross, 7th Main, Bel Layout  
5th Block, Vidyananyapura  
Bangalore 560097  
Karnataka, India

Dear **Mr. Sachin**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Bangalore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 14 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 28,827/- (Rupees Twenty Eight Thousand Eight Hundred Twenty Seven Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments







received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Qwik Supply Chain Pvt Ltd


**Sanat Biswal**  
**Head - Human Resources**

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ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on 14/07/2021

SIGNATURE: 

DATE: 04/07/2021





<b>Annexure 1A</b>			
Name: Sachin Srinivasa k r			
<b>EARNINGS</b>			
<b>CTC Components</b>		<b>Proposed CTC (Rs.)</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>A. Fixed Pay</b>			
1	Basic Pay	12,521	1,50,255
<b>Choice Pay</b>			
2	Conveyance	<b>Refer to Annexure 1B</b>	
3	Fuel & Maintenance	<b>Refer to Annexure 1B</b>	
4	Leave Travel Allowance	<b>Refer to Annexure 1B</b>	
5	Medical Reimbursement	<b>Refer to Annexure 1B</b>	
6	Bonus*	0	0
7	Residual Choice Pay	6,392	76,703
<b>Housing</b>			
8	House Rent Allowance	6,261	75,128
<b>Insurance</b>			
9	GPA Insurance Premium	13	150
10	Group Term Life Insurance Premium	307	3,688
11	Medical Insurance Premium	1,271	15,249
<b>Retirals</b>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	602	7,227
<b>Total Fixed Pay [A]</b>		29,167	3,50,000
<b>Total CTC (A)</b>		29,167	3,50,000
<b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.			
(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.			



**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



04 July, 2021

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment.

REGISTRAR



will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified. 04 July 2021

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as

  
REGISTRAR  




deems proper in the event of your failure to account for such material or property to its satisfaction. 04 July, 2021

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

  
REGISTRAR  




04 July 2021

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
  - Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-competes:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

REGISTRAR



## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

04 July, 2021

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

REGISTRAR





unfair advantage / discrimination.

04 July, 2021

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

**Employee Name:** Sachin Srinivasa K R

**Signature:**

**Date:** 04/07/2021

REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Fwd: Offer Letter for SUDHARSHAN REDDY K V**

sudharshan reddy &lt;sudharshanreddy141999@gmail.com&gt;

Sat 29-May-21 5:17 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

Dear **SUDHARSHAN REDDY K V**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be **Bangalore**

Reporting Date &amp; Time: 15-Jun-2021, 9:30 AM

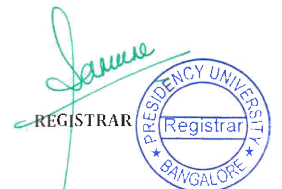
Venue Detail: 150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person: Tisha Roy

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement



Should you need any clarification prior to joining, please feel free to get in touch with Tisha Roy, Tel: 7899084019 Email: [tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources  
[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

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Accept

  
REGISTRAR  


----- Forwarded message -----

From: **Square Yards** <offers@squareyards.com>  
 Date: Sat, 29 May, 2021, 2:27 pm  
 Subject: Offer Letter for SUDHARSHAN REDDY K V  
 To: <sudharshanreddy141999@gmail.com>  
 Cc: <debayan.bhattacharya@squareyards.co.in>, <tisha.roy@squareyards.co.in>, <deepak.kumar08@squareyards.co.in>

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Accept

  
REGISTRAR 

**SUDHARSHAN REDDY K V**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

**Fwd: Offer Letter for Yadhukrishnan K K**

Yadhu krishnan &lt;yadhukk1@gmail.com&gt;

Fri 28-May-21 11:25 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Tue, 25 May 2021, 4:46 pm

Subject: Offer Letter for Yadhukrishnan K K

To: <[yadhukk1@gmail.com](mailto:yadhukk1@gmail.com)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Yadhukrishnan K K**,

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Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR 

**Yadhukrishnan K K**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.



Ref: HR/JUL/21/A3/58941204/60204089/1000994721

Date: 04 July, 2021

No.2, 4th Cross, Behind  
Srivari Driving School,  
MV Nagar, Ramamurthynagar,  
Bangalore - 560016  
Karnataka, India

Dear **Aalderik jude j**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Bangalore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 14 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 28,827/- (Rupees Twenty Eight Thousand Eight Hundred Twenty Seven Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments



received by you would be subject to the prevailing tax rules and regulations.


The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Qwik Supply Chain Pvt Ltd



**Sanat Biswal**  
**Head - Human Resources**

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#### ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_







<b>Annexure 1A</b>			
Name: Aalderik jude j			
<b>EARNINGS</b>			
<b>CTC Components</b>		<b>Proposed CTC (Rs.)</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>A. Fixed Pay</b>			
1	Basic Pay	12,521	1,50,255
<b>Choice Pay</b>			
2	Conveyance	<b>Refer to Annexure 1B</b>	
3	Fuel & Maintenance	<b>Refer to Annexure 1B</b>	
4	Leave Travel Allowance	<b>Refer to Annexure 1B</b>	
5	Medical Reimbursement	<b>Refer to Annexure 1B</b>	
6	Bonus*	0	0
7	Residual Choice Pay	6,392	76,703
<b>Housing</b>			
8	House Rent Allowance	6,261	75,128
<b>Insurance</b>			
9	GPA Insurance Premium	13	150
10	Group Term Life Insurance Premium	307	3,688
11	Medical Insurance Premium	1,271	15,249
<b>Retirals</b>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	602	7,227
<b>Total Fixed Pay [A]</b>		29,167	3,50,000
<b>Total CTC (A)</b>		29,167	3,50,000
<b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.			
(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.			



## TERMS AND CONDITIONS OF EMPLOYMENT

### 1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

### 2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

### 3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

### 4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

REGISTRAR



04 July, 2021

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment.

  
REGISTRAR  




will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified. 04 July 2021

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as

REGISTRAR



deems proper in the event of your failure to account for such material or property to its satisfaction. 04 July, 2021

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

  
REGISTRAR  




04 July 2021

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
  - Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

REGISTRAR



## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

04 July, 2021

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

REGISTRAR



unfair advantage / discrimination.

04 July, 2021

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

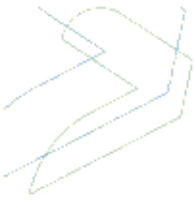
**Employee Name:**

**Signature:**

**Date:**

  
REGISTRAR  



Ref: HR/JUL/21/A3/58946680/60204888/1000994744

Date: 04 July, 2021

Mohammed ishaq Ahmed  
4th Main Kausar Nagar  
R T Nagar Post  
Bangalore 560032  
Karnataka, India

Dear **Mr. Mohammed ishaq**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Bangalore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 14 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 28,827/- (Rupees Twenty Eight Thousand Eight Hundred Twenty Seven Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments





received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Qwik Supply Chain Pvt Ltd

**Sanat Biswal**  
**Head - Human Resources**

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#### ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





<b>Annexure 1A</b>			
Name: Mohammed ishaq Ahmed			
<b>EARNINGS</b>			
<b>CTC Components</b>		<b>Proposed CTC (Rs.)</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>A. Fixed Pay</b>			
1	Basic Pay	12,521	1,50,255
<b>Choice Pay</b>			
2	Conveyance	<b>Refer to Annexure 1B</b>	
3	Fuel & Maintenance	<b>Refer to Annexure 1B</b>	
4	Leave Travel Allowance	<b>Refer to Annexure 1B</b>	
5	Medical Reimbursement	<b>Refer to Annexure 1B</b>	
6	Bonus*	0	0
7	Residual Choice Pay	6,392	76,703
<b>Housing</b>			
8	House Rent Allowance	6,261	75,128
<b>Insurance</b>			
9	GPA Insurance Premium	13	150
10	Group Term Life Insurance Premium	307	3,688
11	Medical Insurance Premium	1,271	15,249
<b>Retirals</b>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	602	7,227
<b>Total Fixed Pay [A]</b>		<b>29,167</b>	<b>3,50,000</b>
<b>Total CTC (A)</b>		<b>29,167</b>	<b>3,50,000</b>
<b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.			
(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.			



**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment.

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will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified. 04 July 2021

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as

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deems proper in the event of your failure to account for such material or property to its satisfaction. 04 July, 2021

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

  
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- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
  - Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-competes:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

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## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

04 July, 2021

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

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unfair advantage / discrimination.

04 July, 2021

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

**Employee Name:**

**Signature:**

**Date:**

REGISTRAR

**Date: 5<sup>th</sup> May,2021**

Mr. Somala Hemanth Kumar Reddy  
University roll no: 20171ECE0293  
Date of joining: 1<sup>st</sup> July'21

**Offer Letter**

Dear Hemanth,

Regarding your application and the subsequent interview you had with us, the management of Fundermax India (P) Ltd is pleased to offer you the position of **"Trainee Sales"** based out at Hyderabad. You will be on probation for 1 year from the date of joining. During this period or extension thereof, if any, your gross annual CTC will be **INR.300,000/-** (which includes INR 60,000/- performance incentive) per annum. The probation order will be issued to you on the date of joining. Your date of joining is 1<sup>st</sup> July'21 at Hyderabad and your reporting will be to **"AVP – Sales"** on all your day-to-day functions.

Please return the duplicate copy of this letter duly signed mentioning your joining date in token of your acceptance of the offer letter. Kindly bring a copy of each of your certificates/testimonials along with the originals, for verification and eight passport size photographs on the date of joining.

**Note:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of the details so furnished are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands canceled with immediate effect.

Yours truly,



**HR Department**

**Acceptance:**

I accept the offer letter and the terms and conditions mentioned above.

Somala Hemanth Kumar Reddy

**Date: 5<sup>th</sup> May,2021**

Ms. Divya Yadav S  
University roll no: 20171EEEE0078  
Date of joining: 14<sup>th</sup> June'21

**Offer Letter**

Dear Divya,

Regarding your application and the subsequent interview you had with us, the management of Fundermax India (P) Ltd is pleased to offer you the position of **“Trainee Sales coordinator”** based out at our **HO in Bangalore**. You will be on probation for 1 year from the date of joining. During this period or extension thereof, if any, your gross annual CTC will be **INR.300,000/-** (which includes INR 60,000/- performance incentive) per annum. The probation order will be issued to you on the date of joining. Your date of joining is 14<sup>th</sup> June'21 at Bangalore your reporting will be to **“AVP - Sales”** on all your day-to-day functions.

Please return the duplicate copy of this letter duly signed mentioning your joining date in token of your acceptance of the offer letter. Kindly bring a copy of each of your certificates/testimonials along with the originals, for verification and eight passport size photographs on the date of joining.

**Note:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of the details so furnished are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands canceled with immediate effect.

Yours truly,

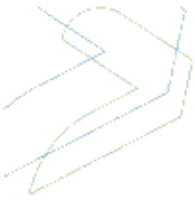


**HR Department**

**Acceptance:**

I accept the offer letter and the terms and conditions mentioned above.

Divya Yadav S



Ref: HR/JUL/21/A3/58940716/60204890/1000994750

Date: 04 July, 2021

Shashank B  
4th A cross shivapura kattegenahalli  
Yelahanka bengaluru  
Bengaluru 560063  
Karnataka, India

Dear **Mr. Shashank**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Bangalore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 14 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 28,827/- (Rupees Twenty Eight Thousand Eight Hundred Twenty Seven Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments



received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Qwik Supply Chain Pvt Ltd

**Sanat Biswal**  
**Head - Human Resources**

---

**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





<b>Annexure 1A</b>			
Name: Shashank B			
<b>EARNINGS</b>			
<b>CTC Components</b>		<b>Proposed CTC (Rs.)</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>A. Fixed Pay</b>			
1	Basic Pay	12,521	1,50,255
<b>Choice Pay</b>			
2	Conveyance	<b>Refer to Annexure 1B</b>	
3	Fuel & Maintenance	<b>Refer to Annexure 1B</b>	
4	Leave Travel Allowance	<b>Refer to Annexure 1B</b>	
5	Medical Reimbursement	<b>Refer to Annexure 1B</b>	
6	Bonus*	0	0
7	Residual Choice Pay	6,392	76,703
<b>Housing</b>			
8	House Rent Allowance	6,261	75,128
<b>Insurance</b>			
9	GPA Insurance Premium	13	150
10	Group Term Life Insurance Premium	307	3,688
11	Medical Insurance Premium	1,271	15,249
<b>Retirals</b>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	602	7,227
<b>Total Fixed Pay [A]</b>		29,167	3,50,000
<b>Total CTC (A)</b>		29,167	3,50,000
<b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.			
(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.			



**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

*Sanne*  
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PRESIDENCY UNIVERSITY  
BANGALORE





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- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment.

  
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will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified. 04 July 2021

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as

  
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deems proper in the event of your failure to account for such material or property to its satisfaction. 04 July, 2021

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

  
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04 July 2021

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
  - Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-competes:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

  
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## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

04 July, 2021

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

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unfair advantage / discrimination.

04 July, 2021

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

**Employee Name:**

**Signature:**

**Date:**

REGISTRAR



Ref: HR/JUL/21/A3/58943673/60204891/1000994758

Date: 04 July, 2021

Guru ram sai Meesala  
opposite svit college  
rajankunte  
Bangalore 560064  
Karnataka, India

Dear **Mr. Guru ram sai**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Graduate Trainee Engineer** in **Senior Executive - A3 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Bangalore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration.

This offer is subject to your joining us on or before 14 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,50,000/- (Rupees Three Lac(s) Fifty Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 28,827/- (Rupees Twenty Eight Thousand Eight Hundred Twenty Seven Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments



received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Qwik Supply Chain Pvt Ltd

**Sanat Biswal**  
**Head - Human Resources**

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**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_







<b>Annexure 1A</b>			
Name: Guru ram sai Meesala			
<b>EARNINGS</b>			
<b>CTC Components</b>		<b>Proposed CTC (Rs.)</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>A. Fixed Pay</b>			
1	Basic Pay	12,521	1,50,255
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<b>Total CTC (A)</b>		29,167	3,50,000
<b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.			
(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.			



## TERMS AND CONDITIONS OF EMPLOYMENT

### 1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

### 2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

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Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

### 4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

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04 July, 2021

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment.

REGISTRAR



will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified. 04 July 2021

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as

  
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deems proper in the event of your failure to account for such material or property to its satisfaction. 04 July, 2021

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

  
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04 July 2021

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
  - Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-competes:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

  
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## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

04 July, 2021

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

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unfair advantage / discrimination.

04 July, 2021

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

**Employee Name:**

**Signature:**

**Date:**

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



## Madhavi C.S. - Offer for Appointment - Executive - Sparklebox business development - K12 Techno Services Pvt. Ltd. Bangalore!!

Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

Tue 27-Jul-21 2:25 PM

To: Lokesh S - Placement Executive <lokesh.s@presidency.edu.in>

----- Forwarded message -----

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Mon, May 10, 2021 at 12:34 PM

Subject: Attn - Madhavi C.S. - Offer for Appointment - Executive - Sparklebox business development - K12 Techno Services Pvt. Ltd. Bangalore!!

To: <[madhavics2000@gmail.com](mailto:madhavics2000@gmail.com)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Rahul Shah <[Rahulshah@orchids.edu.in](mailto:Rahulshah@orchids.edu.in)>

**Dear Madhavi C.S.,**

**Congratulations!!**

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of **Executive - Sparklebox business development** with **K12 Techno Services Pvt. Ltd, Bangalore.**

This offer (**subject to you joining us on 13th May**) will carry a fixed annual CTC of **INR 2,75,064 (INR Two Lakh Seventy Five Thousand Sixty Four Only)**, the offer break-up is provided below.

Salary Details	Per month	Per Annum
Fixed Gross	22,200	2,66,400
Basic Allowance	15,001	1,80,012
HRA	4,319	51,828
Conveyance	880	10,560
Medical Allowance	750	9,000
Statutory Bonus	1,250	15,000
<b>Gross Salary</b>	<b>22,200</b>	<b>2,66,400</b>
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
<b>Net Salary</b>	<b>22,000</b>	<b>2,64,000</b>
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	722	8,664
<b>Cost To Company</b>	<b>22,922</b>	<b>2,75,064</b>

**You are required to submit the following documents in soft copy format on your DOJ. Your HR SPOC will connect with you for further movement on Joining Formalities.**

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **13th May, 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **11th May, 2021** with the filled in NJ Tracker Attached.

*Sanne*  
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BANGALORE

- 10th & 12th Passing Certificates/ Mark Sheets - Originals and Photocopy
- Graduation certificate/ Mark sheets – Originals and Photocopy
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy
- Pan Card copy
- Appraisal/Promotion/increment letter of last organisation - both Original and Photocopy – If Any
- Appointment letter of previous company
- Relieving letter of the previous company
- 4 passport size photos
- Cancelled Cheque/bank account details proof (Joint account not allowed)
- Last 3 Months Payslips and Bank Statement- Photocopy
- Universal Account Number (Related to PF, if applicable)
- Employee State Insurance details from last organisation (if applicable)
- Latest Resume
- Permanent Address Proof
- Correspondence Address Proof

### Important Points:

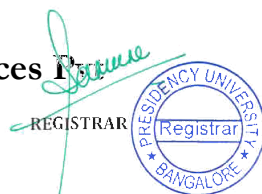
1. **All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.**
2. Your net salary will be subject to income tax deductible at source. At the time of joining, we request you to submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.
3. By joining the organization, you confirm and agree that you will go through organization policies and employee handbook upon joining and will follow the same. The policies will be available with the branch EA and your employee portal (GreytHR) and will come into effect from the day you report to the branch
4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you
5. You provide us with the right to conduct background checks to validate your educational and professional credentials
6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.
7. All employees joining by 30<sup>th</sup> of September of a calendar year are eligible for increment and appraisal in the next calendar year of joining. Employees joining on or after 1<sup>st</sup> of October will NOT be eligible for increments and appraisal in the next appraisal cycle, but will be eligible for increments in the appraisal cycle that comes after that.
8. In case you have PF deduction in your salary and if you do not have an updated Aadhaar Card you will be moved to retainer payroll and will not be considered as a regular employee. In such a case you will be on retainer payroll for a maximum of 2 months and if the updated Aadhaar soft copy is not provided until then, you will be removed from the organization and notice period payment can be recovered from you.
9. In case your work location is a school premises, it is mandatory to get the police verification done at your end within one month of joining the organization to get your salary processed. The branch EA/HR can guide you on this in case you need any help.

**Contact person from HR team after joining: Neha Kumari @Neha Kumari**

**Contact person in case there is any issue with joining formalities, induction session or any other HR related concern after joining- Escalation 1- [nandini@orchids.edu.in](mailto:nandini@orchids.edu.in)**

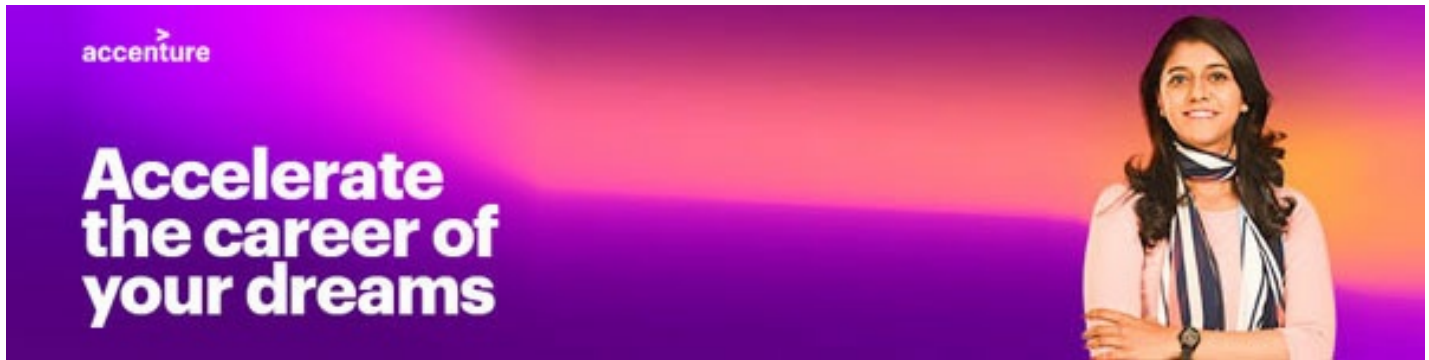
**Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!**

Thanks & Regards



Nishtha Sharma  
K12 Techno Services Pvt. Ltd.

*Sharma*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



To,

**Name :** Cherith L S

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Cherith L S,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online Learning program).
- On successful completion of the program and clearance of the Technology fundamental

*Srinivas*  
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PRESIDENCY UNIVERSITY  
BANGALORE

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"



# SHAIK GAYAZ AHMED 2021 Wipro Campus Update\_LOI

Mohammed Asif T - Sr. Mngr - Placement  
<mohammedasift@presidencyuniversity.in>

Tue 3/15/2022 2:56 PM

To: Vijay Kumar S L-Placement Officer <vijaykumarsl@presidencyuniversity.in>

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**From:** Gayaz shaik <gayaz8332@gmail.com>

**Sent:** Monday, May 17, 2021 7:33 PM

**To:** Mohammed Asif T - Sr. Mngr - Placement  
<mohammedasift@presidencyuniversity.in>

**Subject:** Fwd: Wipro Campus Update\_LOI

This is shaik Gayaz Ahmed .I received LOI from wipro

----- Forwarded message -----

From: **Campus HR Team** <[wipro+email+14b3k-6e61be4ff9@talent.icims.com](mailto:wipro+email+14b3k-6e61be4ff9@talent.icims.com)>

Date: Thu, 6 May 2021, 13:40

Subject: Wipro Campus Update\_LOI

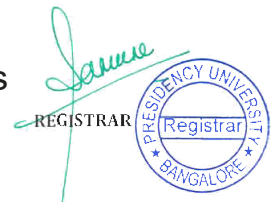
To: <[gayaz8332@gmail.com](mailto:gayaz8332@gmail.com)>

May 6, 2021

Dear Gayaz Ahmed ,  
Resume Number - 20952307

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.



<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE




**Apama Shailen**  
**General Manager - Human Resources**

---

This message was sent to [gayaz8332@gmail.com](mailto:gayaz8332@gmail.com). If you don't want to receive these emails from this company in the future, please go to: <https://wipro.icims.com/icims2/?r=27F820952307&contactId=6026336>

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REGISTRAR  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer Letter**

**Name:** Nagashree R  
Presidency University

Dear Nagashree R,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 26 April 2021**

On the first day of the employment, please report to:

**Company Address:** JoulestoWatts Business Solutions,  
Vaswani Presidio, 6th Floor, Panathur Main Road, Off Outer Ring Road, Kadubeesanahalli,  
India

**Reporting Time : 9:00 AM**

You will be paid a gross annual salary of **Rs. 2,50,000/- (Two Lakhs Fifty Thousand only)**.


Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**JoulestoWatts Business Solutions Pvt. Ltd**

3rd floor, Vaswani Presidio  
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature

Candidate Signature

**JoulestoWatts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103

[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748



## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.

**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**

SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Monday 26 April 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

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[www.joulestowatts.com](http://www.joulestowatts.com)

CIN : U74900KA2014PTC076748



**LEAVE:**

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:**The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.

**Joules to Watts Business Solutions Private Limited**

**3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103**

**www.joulestowatts.com**

**CIN : U74900KA2014PTC076748**



**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.

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**PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature	April 26, 2021 ----- Date
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3rd Floor, Vaswani Presidio, Panathur Main Road,  
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**Offer Letter**

**16-05-2021**

Dear **Syed Shoaib,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

**Anand Prakash**

**Director & Co-**

**founder**

**Vedantu Innovations Pvt. Ltd.**



**Annexure A**

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>Components Structure</b>		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
<b>NET CTC</b>	<b>3,08,400</b>	<b>25,700</b>
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
<b>Sub Total A</b>	<b>2,68,200</b>	<b>22,350</b>
Special Allowance	40,200	3,350
<b>Fbp Sub Total B</b>	<b>40,200</b>	<b>3,350</b>
<b>Sub Total A And B</b>	<b>3,08,400</b>	<b>25,700</b>
<b>Deductions</b>		
Provident Fund	21,600	1,800
Pt	2,400	200
<b>Total Deductions</b>	<b>24,000</b>	<b>2,000</b>
<b>Estimated Take Home</b>	<b>2,84,400</b>	<b>23,700</b>

\* TDS applicable as per Income Tax and other applicable law.

**Offer Letter**

**16-05-2021**

Dear **Yama Shashidhar**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
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\* TDS applicable as per Income Tax and other applicable law.

**Offer Letter**

**16-05-2021**

Dear **Mahat K Mathew,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
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**Anand Prakash**

**Director & Co-**

**founder**

**Vedantu Innovations Pvt. Ltd.**

**Annexure A**

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\* TDS applicable as per Income Tax and other applicable law.

**Offer Letter**

**16-05-2021**

Dear **Manoj Gowda S,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

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Cheers!

**Anand Prakash**

**Director & Co-**

**founder**

**Vedantu Innovations Pvt. Ltd.**

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\* TDS applicable as per Income Tax and other applicable law.

**Offer Letter**

**16-05-2021**

Dear **C A Archana**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

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- If you are guilty of fraud.

Cheers!

**Anand Prakash**

**Director & Co-**

**founder**

**Vedantu Innovations Pvt. Ltd.**



**Annexure A**

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>Components Structure</b>		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
<b>NET CTC</b>	<b>3,08,400</b>	<b>25,700</b>
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
<b>Sub Total A</b>	<b>2,68,200</b>	<b>22,350</b>
Special Allowance	40,200	3,350
<b>Fbp Sub Total B</b>	<b>40,200</b>	<b>3,350</b>
<b>Sub Total A And B</b>	<b>3,08,400</b>	<b>25,700</b>
<b>Deductions</b>		
Provident Fund	21,600	1,800
Pt	2,400	200
<b>Total Deductions</b>	<b>24,000</b>	<b>2,000</b>
<b>Estimated Take Home</b>	<b>2,84,400</b>	<b>23,700</b>

\* TDS applicable as per Income Tax and other applicable law.

**Offer Letter**

**16-05-2021**

Dear **Mohammed Faizan,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

You will be on probation for a period of three months from the Date of Joining.

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<b>Total Deductions</b>	<b>24,000</b>	<b>2,000</b>
<b>Estimated Take Home</b>	<b>2,84,400</b>	<b>23,700</b>

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**Offer Letter**

**16-05-2021**

Dear **Pratiksha M O**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

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**Annexure A**

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**Offer Letter**

**16-05-2021**

Dear **Vaishali K,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

**Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.**

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**Offer Letter**

**16-05-2021**

Dear **Jaladi Pardha Saradhi Reddy,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Annexure A**

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**Offer Letter**

**16-05-2021**

Dear **Arijit Jagadish**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Offer Letter**

**16-05-2021**

Dear **Ashok Kumar G,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Offer Letter**

**16-05-2021**

Dear **Uday N,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Offer Letter**

**16-05-2021**

Dear **Vignesh R,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Offer Letter**

**16-05-2021**

Dear **Layona Joseph**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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**Offer Letter**

**16-05-2021**

Dear **Saquib Ameenulla Shariff,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

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Pt	2,400	200
<b>Total Deductions</b>	<b>24,000</b>	<b>2,000</b>
<b>Estimated Take Home</b>	<b>2,84,400</b>	<b>23,700</b>

\* TDS applicable as per Income Tax and other applicable law.

To  
Dear, HAFSAHISHAQ  
Bangalore

June 9th · 2021

Email: [hafsahishaq2015@gmail.com](mailto:hafsahishaq2015@gmail.com)

## Offer Letter

Dear HAFSAHISHAQ,

### Job offer at VMC Technologies Pvt. Ltd

**Congratulations!** Based on your interview we are pleased to offer you a position of “**Pre Sales - Executive**” at **VMC Technologies Pvt. Ltd.** You will be based in Bangalore and will report directly to **Mrs. Vidya Khanapurkar.** Your Annual Cost to the Company will be of **INR 3,00,000 Per Anam+ Incentive ( Three Lac Rupees Only)** as detailed in annexure attached here to.

Your joining date will be on 14th June, 2021.

**Term of Employment:** Your Employment is “at will”. The Company can terminate your employment at any time by giving you a 7 of days written notice with or without cause. This written notice shall be sent to you via registered mail or hand delivered to you. You will on Training Period for 3 month and during your training period you will receive 50% of your CTC.

- 1. Probation Period:** You will be on probation for Six month from the day of joining the organization. On successful completion of your probation, you will be informed in writing. Unless you are informed in writing, you cannot assume successful completion of probation period. If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- Unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay
- 3. Probation Period Notice:** During the probation period you may leave the organization by providing 7 days of notice.

Our Offices:  
VMC Technologies Pvt. Ltd.  
Regent Prime, Unit # 107,  
Number 48-50 Whitefield Main Road,  
Whitefield, Bangalore - 560066

B: 128 , Sector 65, Noida,  
UP-201301,  
Phone: 0120-4616800  
Fax: 080 23232244



4. **Personal Particulars:** You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name the name and address of your legal heir/nominee.
5. **Nature of work:** You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
6. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This including usage of computer resources, information, internet service, and working time of the company for any personal use
7. **Payment of Salary:** Your Salary will be credited to your account every month and paid on seventh calendar day of the month. Should the seventh day of the month be a holiday or the office is closed for any reason. The salary will be paid the next business day.
8. **Taxes/PF:** The Company shall deduct your taxes / PF as required by application law and deposit with the appropriate authority. The Company does not accept any “Exemption certificate “issued by any authority.
9. **Code of Conduct and Business Ethics:** The Company has established a code of conduct and Business Ethics policy. By agreeing to accept this offer of Employment, you agree that you are bound by the code of conduct and Business Ethics policy. Any Violation of 3the Policy will result in immediate termination of employment without any notice period.
10. **Review Policy:** Your Salary will be reviewed in June 2022.
11. **Vacation Policy:** The Company has established vacation policy, which must be followed by every employee of the Company. You agree that you have read and understood this policy.
12. **Attendance Policy:** The Company has an established and rigorous attendance policy requires you to be at the office at the office at the predetermined time. Should you fail to adhere to this policy, administrative action may be taken by the Company including and up to termination of employment.

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B 128 , Sector 65, Noida,  
UP-201301,  
Phone: 0120-4616800  
Fax: 080 23232244

### Other Terms and Conditions:

- I. Attendance: You agree to strictly follow company's attendance Policies.
- II. The offer stands in case of any deviations in information or if you fail to report to VMC Technologies on or before the pre-decided date.
- III. You will need to submit:
  - a) All copies of your qualification documents, relieving documents and salary slip of last three months on the date of joining (If Applicable)
  - b) Four Photographs
  - c) Pan Card Copy
  - d) Residence Proof
  - e) Photo ID, and
- IV. You will not discuss your salary or incentives with anyone in the company. If the management comes to know someone else's salary or someone else knows your salary then the company can penalize you anywhere from taking away from taking away your monthly salary, reducing your salary or termination of your employment with the company.

By signing below, you have agreed to accept this offer in its entirety. You also agree that all Company's binds you policies listed above and modifications or additions that Company might make. You also agree that you understand that the Company has the right to amend the Terms and Conditions of your employment at any time.

**For VMC Technologies Pvt. Ltd.**

**Sonali Priya**  
**(Human Resource)**

I acknowledged that and have understood all the clauses of this offer letter. I accept and agree to all the terms and conditions of employment

Candidate's signature:

Our Offices:  
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B 128 , Sector 65, Noida,  
UP-201301,  
Phone: 0120-4616800  
Fax: 080 23232244





### Salary Annexure

Dear HAFSAHISHAQ,

It gives us immense pleasure to inform you that your compensation has been details of which are given below.

Salary Annexure			
Basic pay	11600	EPF Employee	1800
HRA	5800	EPF Employer	1800
Special Allowance	5800	PT	200
PF Employer	1800		
Gross CTC	25000		
Additional Payout			
Variable	0		
	0		
Monthly CTC	<b>25000</b>	Total Deduction	<b>3800</b>
Net payout	21200		
CTC (PA )	300000		

In addition to your salary, we are happy to offer you following incentives. All the incentives will be paid monthly.

Leads	Converted into sales	Money earned
1-2	INR.350/ Conversion	INR.350- INR.700 /-
3-5	INR.600/ Conversion	INR.1800- INR.3,000/-
Above 6	INR. 800/ Conversion	INR.4,800 & Above

We take this opportunity to congratulate and compliment you for giving your best to achieve our company's objectives.

We look forward to your continued contribution towards the growth of the company and wish you a fulfilling career ahead.

Yours sincerely,

**For VMC Technologies Pvt Ltd**  
**Sonali Priya (Human Resource)**

To  
Dear, SHUBHAM KUMARI R  
Bangalore

June, 09th · 2021

Email: [shubhamkumari2003@gmail.com](mailto:shubhamkumari2003@gmail.com)

## Offer Letter

Dear SHUBHAM KUMARI R,

### Job offer at VMC Technologies Pvt. Ltd

**Congratulations!** Based on your interview we are pleased to offer you a position of “**Pre Sales - Executive**” at **VMC Technologies Pvt. Ltd.** You will be based in Bangalore and will report directly to **Mrs.Vidya Kahanpurkar.** Your Annual Cost to the Company will be of **INR 3,00,000/-Per Annum+ Incentive( Three Lac Rupees Only)** as detailed in annexure attached here to.

Your joining date will be on 14th June, 2021.

**Term of Employment:** Your Employment is “at will”. The Company can terminate your employment at any time by giving you a 7 of days written notice with or without cause. This written notice shall be sent to you via registered mail or hand delivered to you. You will on Training Period for 3 month and during your training period you will receive 50% of your CTC.

- 1. Probation Period:** You will be on probation for Six month from the day of joining the organization. On successful completion of your probation, you will be informed in writing. Unless you are informed in writing, you cannot assume successful completion of probation period. If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- 2.** Unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay
- 3. Probation Period Notice:** During the probation period you may leave the organization by providing 7 days of notice.

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4. **Personal Particulars:** You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name the name and address of your legal heir/nominee.
5. **Nature of work:** You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
6. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This including usage of computer resources, information, internet service, and working time of the company for any personal use
7. **Payment of Salary:**Your Salary will be credited to your account every month and paid on seventh calendar day of the month. Should the seventh day of the month be a holiday or the office is closed for any reason. The salary will be paid the next business day.
8. **Taxes/PF:** The Company shall deduct your taxes / PF as required by application law and deposit with the appropriate authority. The Company does not accept any “Exemption certificate “issued by any authority.
9. **Code of Conduct and Business Ethics:** The Company has established a code of conduct and Business Ethics policy. By agreeing to accept this offer of Employment, you agree that you are bound by the code of conduct and Business Ethics policy. Any Violation of 3the Policy will result in immediate termination of employment without any notice period.
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12. **Attendance Policy:** The Company has an established and rigorous attendance policy requires you to be at the office at the office at the predetermined time. Should you fail to adhere to this policy, administrative action may be taken by the Company including and up to termination of employment.

### Other Terms and Conditions:

- I. Attendance: You agree to strictly follow company's attendance Policies.
- II. The offer stands in case of any deviations in information or if you fail to report to VMC Technologies on or before the pre-decided date.
- III. You will need to submit:
  - a) All copies of your qualification documents, relieving documents and salary slip of last three months on the date of joining (If Applicable)
  - b) Four Photographs
  - c) Pan Card Copy
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- IV. You will not discuss your salary or incentives with anyone in the company. If the management comes to know someone else's salary or someone else knows your salary then the company can penalize you anywhere from taking away from taking away your monthly salary, reducing your salary or termination of your employment with the company.

By signing below, you have agreed to accept this offer in its entirety. You also agree that all Company's binds you policies listed above and modifications or additions that Company might make. You also agree that you understand that the Company has the right to amend the Terms and Conditions of your employment at any time.

**For VMC Technologies Pvt. Ltd.**

**Sonali Priya**  
**(Human Resource)**

I acknowledged that and have understood all the clauses of this offer letter. I accept and agree to all the terms and conditions of employment

Candidate's signature:

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### Salary Annexure

Dear SHUBHAM KUMARI R,

It gives us immense pleasure to inform you that your compensation has been details of which are given below.

Salary Annexure			
Basic pay	11600	EPF Employee	1800
HRA	5800	EPF Employer	1800
Special Allowance	5800	PT	200
PF Employer	1800		
Gross CTC	25000		
Additional Payout			
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Monthly CTC	<b>25000</b>	Total Deduction	<b>3800</b>
Net payout	21200		
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In addition to your salary, we are happy to offer you following incentives. All the incentives will be paid monthly.

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Above 6	INR. 800/ Conversion	INR.4,800 & Above

We take this opportunity to congratulate and compliment you for giving your best to achieve our company's objectives.

We look forward to your continued contribution towards the growth of the company and wish you a fulfilling career ahead.

Yours sincerely,

**For VMC Technologies Pvt Ltd**  
**Sonali Priya (Human Resource)**

To  
Dear, PALEM SAI HARSHITHA,  
Bangalore

June 9th · 2021

Email: 201710101260@presidencyuniversity.in

## Offer Letter

Dear PALEM SAI HARSHITHA,

### Job offer at VMC Technologies Pvt. Ltd

**Congratulations!** Based on your interview we are pleased to offer you a position of “**Pre Sales - Executive**” at **VMC Technologies Pvt. Ltd.** You will be based in Bangalore and will report directly to **Mrs. Vidya Khanapurkar.** Your Annual Cost to the Company will be of **INR 3,00,000 Per Anam+ Incentive ( Three Lac Rupees Only)** as detailed in annexure attached here to.

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4. **Personal Particulars:** You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name the name and address of your legal heir/nominee.
5. **Nature of work:** You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
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  - c) Pan Card Copy
  - d) Residence Proof
  - e) Photo ID, and
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By signing below, you have agreed to accept this offer in its entirety. You also agree that all Company's binds you policies listed above and modifications or additions that Company might make. You also agree that you understand that the Company has the right to amend the Terms and Conditions of your employment at any time.

**For VMC Technologies Pvt. Ltd.**

**Sonali Priya**  
**(Human Resource)**

I acknowledged that and have understood all the clauses of this offer letter. I accept and agree to all the terms and conditions of employment

Candidate's signature:

Our Offices:  
VMC Technologies Pvt. Ltd.  
Regent Prime, Unit # 107,  
Number 48-50 Whitefield Main Road,  
Whitefield, Bangalore - 560066

B 128 , Sector 65, Noida,  
UP-201301,  
Phone: 0120-4616800  
Fax: 080 23232244





**Salary Annexure**

**Dear PALEM SAI HARSHITHA,**

It gives us immense pleasure to inform you that your compensation has been details of which are given below.

Salary Annexure			
Basic pay	11600	EPF Employee	1800
HRA	5800	EPF Employer	1800
Special Allowance	5800	PT	200
PF Employer	1800		
Gross CTC	25000		
Additional Payout			
Variable	0		
	0		
Monthly CTC	<b>25000</b>	Total Deduction	<b>3800</b>
Net payout	21200		
CTC (PA )	300000		

In addition to your salary, we are happy to offer you following incentives. All the incentives will be paid monthly.

<b>Leads</b>	<b>Converted into sales</b>	<b>Money earned</b>
1-2	INR.350/ Conversion	INR.350- INR.700 /-
3-5	INR.600/ Conversion	INR.1800- INR.3,000/-
Above 6	INR. 800/ Conversion	INR.4,800 & Above

We take this opportunity to congratulate and compliment you for giving your best to achieve our company's objectives.

We look forward to your continued contribution towards the growth of the company and wish you a fulfilling career ahead.

Yours sincerely,

**For VMC Technologies Pvt Ltd**  
**Sonali Priya (Human Resource)**



WINSPARK INNOVATIONS LEARNING PVT LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

## **Offer Letter**

Date: 07/07/2021

**To**

**CHAITANYA R**

Employee Code: \_PS03989

Dear CHAITANYA,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2021**. You will be based out of Planet Spark office at 1108-1109, 11th Floor, JMD Mega polis, Sohna Road, Gurgaon. Shift timings will be 3:00pm to 12:30am.

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.


We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  


Annexure – A

**Emoluments can be bifurcated as under:**

<b>UG Fresher BDA CTC</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Shift Allowance	5000	60000
<b>Gross Salary</b>	37400	448800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		<b>710,400</b>

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Probation**


You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

**3. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

  
REGISTRAR  


5. **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. **Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. **Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD





“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date





WINSPARK INNOVATIONS LEARNING PVT.LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

### **Offer Letter**

Date: 07/07/2021

**To**

**Amogh B Kulkarni**

Employee Code: \_ PS03992

Dear Amogh,

### **Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2021**. You will be working from home. Your shift timings will be 8:00pm to 5:30am

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  


Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Shift allowance	5000	60000
<b>Gross Salary</b>	<b>32400</b>	<b>388800</b>
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		<b>650400</b>

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Probation**

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

**3. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall



assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**1. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**2. Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

**3. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

**4. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

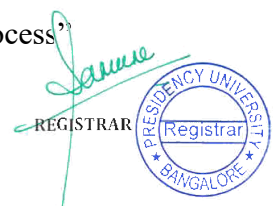
The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”





Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

## Salary Stack - Vepsun Technologies

HR Vepsun <HR@vepsun.com>

Sat 10-Jul-21 5:54 PM

To: maragikushal@gmail.com <maragikushal@gmail.com>

Cc: Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>; Saikat Das <saikat.das@vepsun.com>; Lokesh Mehra <lokesh@vepsun.com>

Dear Candidate,

We would like to inform you that you are selected for the position of " **Education Counsellor** "With Vepsun Technologies.

Please find the proposed salary stack. **This will be offered based on approvals from our senior management.** Kindly go through in detail & confirm your acceptance.

This is the final fitment from **Vepsun Technologies - Bangalore**. If you are interested to join, please confirm your expected date of joining, for us to take your candidature forward.

Please note no relocation allowance & no joining bonus would be given to you.

Salary Head	Amount
Annual Fixed Salary	2,40,000
Performance based incentives annually *	3,00,000
<b>Total Annual CTC</b>	<b>5,40,000</b>

- \*Incentives will be paid on a Monthly/ quarterly basis based on the performance and target achievement.

Following will be deducted from the Gross Salary Income Tax (As per IT Act)

- Professional Tax (As per Professional Tax Act slab)

You are liable to be taxed as per norms for any payment, however you can submit the supportive Documents latest by 20th of the month. Based on the supporting documents you are Liable to be taxed for the above heads.

Please let me know if you have any questions/Concerns.

**Thanks & Regards**

*Sanna*  
REGISTRAR  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Priya Singh**  
**Hr. Coordinator**  
Mail: [Priya@vepsun.com/hr@vepsun.com](mailto: Priya@vepsun.com/hr@vepsun.com)

*Sanna*  
REGISTRAR  


## Salary Stack - Vepsun Technologies

HR Vepsun <HR@vepsun.com>

Sat 10-Jul-21 5:54 PM

To: afnankhan1099@gmail.com <afnankhan1099@gmail.com>

Cc: Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>; Saikat Das <saikat.das@vepsun.com>; Lokesh Mehra <lokesh@vepsun.com>

Dear Candidate,

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**Thanks & Regards**

*Satya*  
REGISTRAR  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Priya Singh**  
**Hr. Coordinator**  
Mail: [Priya@vepsun.com/hr@vepsun.com](mailto: Priya@vepsun.com/hr@vepsun.com)

*Sanna*  
REGISTRAR  


## Salary Stack - Vepsun Technologies

HR Vepsun <HR@vepsun.com>

Sat 10-Jul-21 5:55 PM

To: abdulmalikjuly@gmail.com <abdulmalikjuly@gmail.com>

Cc: Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>; Lokesh Mehra <lokesh@vepsun.com>; Shanaaz Shaik <shanaaz@vepsun.in>; Saikat Das <saikat.das@vepsun.com>

Dear Candidate,

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**Thanks & Regards**

*Sanna*  
REGISTRAR  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Priya Singh**  
**Hr. Coordinator**  
Mail: [Priya@vepsun.com/hr@vepsun.com](mailto: Priya@vepsun.com/hr@vepsun.com)

*Sanna*  
REGISTRAR  


## Salary Stack - Vepsun Technologies

HR Vepsun <HR@vepsun.com>

Sat 10-Jul-21 6:01 PM

To: pharipriya469@gmail.com <pharipriya469@gmail.com>

Cc: Saikat Das <saikat.das@vepsun.com>; Lokesh Mehra <lokesh@vepsun.com>; Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

Dear Candidate,

We would like to inform you that you are selected for the position of " **Education Counsellor** "With Vepsun Technologies.

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Please let me know if you have any questions/Concerns.

**Thanks & Regards**

*Satya*  
REGISTRAR  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Priya Singh**  
**Hr. Coordinator**  
Mail: [Priya@vepsun.com/hr@vepsun.com](mailto: Priya@vepsun.com/hr@vepsun.com)

*Sanna*  
REGISTRAR  




25 May 2021

Jyothsna K  
6, 1st main,4th cross, J.B.Kaval, Vaishnavi layout vidyaranypura  
Bangalore 560097  
India

**Private & Confidential**

Dear Jyothsna,

**Congratulations, and welcome to Dell!**

We are pleased to extend our offer of employment to Jyothsna K (employee hereafter "you/your") with EMC INDIA S/W & SERV PVT ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Associate Sales Engineer Analyst at career level Individual Contributor I5, reporting to Bhupendra Singh (1021315), Manager 1, Sales Engineer Analyst. Your start date is 21 June 2021.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

**Core Business Hours**

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company (inclusive of a lunch break). Please take note that certain functions such as Sales, Technical Support, Manufacturing, Information Services require staggered/shift hours.

**Place of Work**

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work , either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

**Compensation**

We are pleased to offer you a compensation package consisting of the following element(s):





**Base Salary** of INR631,000.00 per annum.

Base salary is comprised of Basic and Basket of allowances. Basic is INR 252,400.00. Basket of allowances is INR 378,600.00.

\*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

### **Retirals**

Retirals is comprised of PF and Gratuity. PF is 12% Annual. Gratuity is 4.81% Annual.

\*\*\***Gratuity**: Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act

\*\*\*\***PF contribution**: If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 6000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

\*\*\*\*\* PF contribution for International workers : If you are an International Worker as defined in EPF Act 1952, holding a passport other than "Indian passport" or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each .

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

### **Incentive Bonus Plan**

You will be eligible for an annual bonus of **5%** of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

**Total On-Target Remuneration** will be INR662,550 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

**Total Cost to Company** will be INR704,978 per annum





## **Benefits**

The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right, at its absolute discretion, to vary or amend the terms of any benefit or existing benefit policy offered in accordance with applicable local law.

## **Mileage reimbursement**

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

## **Probation**

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

## **Notice Period and Termination**

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than **30 days** or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party **60 days** written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy including but not limited to the Code of Conduct; or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

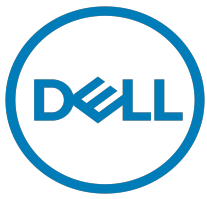
In the event of termination of services, you agree and authorize the Company to offset payment of any pro-rated allowance advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

## **Restraint:**

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business or any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

## **Code of Conduct**





The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standard of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in your dealings. Use of any company assets for unlawful purposes is strictly prohibited.

In the event of you working in the premises of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

#### **Data Protection**

EMC INDIA S/W & SERV PVT will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, cost centre, address, emergency contact details (e.g. home telephone number), educational details/history/qualifications and employment history, proof of right to work, any director or officer posts held, outcomes of any pre-employment screening, salary information including details on commissions bonuses and profit share, pension, stock option rights and details related thereto as well as additional benefit details, job description, job level, job grade, performance plans and performance rating details including sales and margin targets and achievements, Individual Work history.

The purposes of such processing are to administer and manage the employment relationship we have with you, and may include disaster recovery data duplication, administering and maintaining personnel records (includes sickness and other absence records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (if any), providing and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of EMC INDIA S/W & SERV PVT or any part of EMC INDIA S/W & SERV PVT's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by EMC INDIA S/W & SERV PVT, any other EMC INDIA S/W & SERV PVT. company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to a EMC INDIA S/W & SERV PVT company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. EMC INDIA S/W & SERV PVT will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

#### **Confidentiality Obligation**

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such Information shall include what you learn or originate during your employment which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. If in doubt, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products:

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



b) Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans;

d) Information relating to the Company's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to the Company by customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to the Company and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information.

For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

### **Intellectual Property and Copyright**

While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is the Company's property. You will assign to and agree to assign to the Company and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist the Company in all ways, including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in conflict with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.

  
REGISTRAR  




You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training advertisement and other materials without payment or separate compensation to you both during and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews will be to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

### **Export Compliance**

You will not export or otherwise transfer out of India or release to any person, Controlled Technology or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology or Software is technology or software controlled under the U.S. Export Administration Regulations and includes, but is not limited to:

- Confidential and Proprietary Information of the type described in paragraph 4(a) above, to the extent that such information is not otherwise publicly available;
- Technical information of EMC INDIA S/W & SERV PVT, its affiliates, its customers or other third parties that is in use, planned, or under development, such as but not limited to: manufacturing and/or research processes or strategies (including design rules, device characteristics, process flow, manufacturing capabilities and yields); computer product, process and/or devices (including device specification, system architectures, logic designs, circuit implementations); software product (including operating system adaptations or enhancements, language compilers, interpreters, translators, design and evaluation tools, and application programs); and any other databases, methods, know-how, formulae, compositions, technological data, technological prototypes, processes, discoveries, machines, inventions, and similar items;
- Information relating to future plans of EMC INDIA S/W & SERV PVT, its affiliates, its customers and other third parties, such as but not limited to: marketing strategies; new product research pending projects and proposals; proprietary production processes; research and development strategies; and similar items.
- Release includes disclosure to any person, oral exchange, and application to situations abroad of personal knowledge or technical experience. If you have any doubts regarding whether particular information is Controlled Technology or Software, please consult your manager, EMC INDIA S/W & SERV PVT's Legal Department, or EMC INDIA S/W & SERV PVT's Export Compliance Organization.

**Training:** The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for specific skills training, you will repay to the Company, all of the costs paid to you or incurred on your behalf for this training.

The company reserves the right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

**Recovery of dues:** In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written communication by the Company.

**Secondary employment and outside business ventures:** While in the employment of the Company, you shall not undertake employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.





**Correctness of Information:** This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

**Service rules:** For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

**Retirement**

You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.

Regards,

Savneet Shergill  
Talent Acquisition Senior Director

**Confirmation of Acceptance**

I, Jyothsna K, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages pursuant to clause "remuneration" of this agreement.

I confirm that I will commence employment with Dell on 21 June 2021.

{{SigB\_es\_:signer1:signatureblock}}      {{Dte\_es\_:signer1:date}}

Jyothsna K

\_\_\_\_\_

Jyothsna K

\_\_\_\_\_

Date

We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.







By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

Electronic is our preferred, and most efficient, method for managing the documentation. However, if you prefer, you can print and sign all of the documents, and scan and email the originals to Aditi Saraswat / Aditi.Saraswat@dell.com. If you need to return the documentation in a different manner, please let your recruiter know.

**\*\*This offer of employment is subject to the submission of your awaited Marks Cards & Provisional / Convocation Certificate. In the event, the Marks Cards & Provisional / Convocation Certificate are not submitted within the first 90 days of joining the company or you fail to clear the exams, the offer letter shall stand withdrawn and cancelled with immediate effect.**

*Sarwa*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

A circular blue stamp with the text "PRESIDENCY UNIVERSITY" at the top, "BANGALORE" at the bottom, and "Registrar" in the center. A green signature "Sarwa" is written over the stamp, and the word "REGISTRAR" is written in green below the stamp.

**Fwd: Letter Of Intent || Swiflearn.com**

Atanu Dutta-Sr. Mngr-Corp. Relations &lt;atanudutta@presidencyuniversity.in&gt;

Sun 30-May-21 2:14 AM

To: Lokesh S - Placement Executive &lt;lokesh.s@presidency.edu.in&gt;

Cc: B V Prabhu-Asso.Dean-PP Prgm &lt;bvprabhu@presidencyuniversity.in&gt;

Regards,

Atanu Dutta

----- Forwarded message -----

From: Shambhavi Chaturvedi &lt;shambhavi.chaturvedi@swiflearn.com&gt;

Date: 29 May 2021 6:56 pm

Subject: Fwd: Letter Of Intent || Swiflearn.com

To: "Atanu Dutta-Sr. Mngr-Corp. Relations" &lt;atanudutta@presidencyuniversity.in&gt;

Cc:

----- Forwarded message -----

From: **Swiflearn HR Team** <[shambhavi.chaturvedi@swiflearn.com](mailto:shambhavi.chaturvedi@swiflearn.com)>

Date: Sat, 29 May 2021 at 18:49

Subject: Letter Of Intent || Swiflearn.com

To: <[201710100176@presidencyuniversity.in](mailto:201710100176@presidencyuniversity.in)>

Hi Harsathabinav ,  
Congratulations,

We are pleased to offer you the position of **Business Development Associate (Consultant)** on behalf of Incassable Technologies Pvt. Ltd (Swiflearn). We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with Incassable Technologies Pvt. Ltd.

You shall be governed by the following terms and conditions of service during your contract period with Incassable Technologies Pvt. Ltd., and those may be amended from time to time.

Unless it is mutually agreed otherwise, you are expected to start the latest by **May 31st, 2021**. The broad terms and conditions that will apply once your employment commences are outlined in this letter. You are also required to let your manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

**Terms and conditions:**

Your position will be as **Business Development Associate (Consultant)** with Incassable Technologies Pvt. Ltd and you will be required to report to your team manager. In the course of your training and on the job training, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Incassable Technologies Pvt. Ltd based on your knowledge, qualifications, and experience.

- Your place of work shall be Gurgaon however due to the current pandemic situation you will be **working remotely for the duration of your work**. You may be required to relocate to other locations in India; and/or undertake such travel in and outside India, from time to time, as may



be necessary for the interests of Incassable Technologies Pvt. Ltd business. There will be catch-ups scheduled with your managers and the senior management to discuss work progress and overall experience at regular intervals.

- We take **data privacy and security** very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Incassable Technologies Pvt. Ltd operates on a **zero-tolerance principle** with regard to any breach of data security guideline
- You'll be provided **14 days of rigorous on-job-training (OJT)** at the start, with a performance assessment at the end of training. If you do not clear the OJT assessment, your joining will be considered null and void and the company would not be liable to pay you any compensation for the days spent in training. In exceptional cases, you might be given one more chance to clear the performance assessment after one more week of training.
- The **notice period** is **0 day**. Although, you have to inform the company before leaving.
- You are expected to **maintain high standards** in terms of quality, delivery, and meeting targets, failing which may lead to cessation of service effective immediately. Incassable Technologies Pvt. Ltd reserves the sole right to extend the probation period or offer a permanent role after the probation period subjected to terms and conditions mentioned above. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors or if the basic input parameters are not being met.
- If you **leave the company within 30 days of joining**, you will not be paid for the duration of training.

#### **Remuneration, Allowance, and Other Benefits:**

You shall be paid monthly compensation and reimbursed for the expenses incurred in relation to official work subject to prevailing tax laws. You will be paid an all-inclusive remuneration of **Rs 20,000 per month as fixed compensation and performance-based incentives**, if applicable. If your performance is found satisfactory after 2 months, your compensation would be revised up to 3 Lac per annum along with variable pay of up to 1 Lac per annum.

#### **NOTE:**

- **All payments are subject to 10 % TDS deduction.**
- **Onboarding will only be considered after acceptance.**

Thanks & Regards,  
Team Swiflearn.



**Fwd: Letter Of Intent || Swiflearn.com**

Atanu Dutta-Sr. Mngr-Corp. Relations &lt;atanudutta@presidencyuniversity.in&gt;

Sun 30-May-21 2:16 AM

To: Lokesh S - Placement Executive &lt;lokesh.s@presidency.edu.in&gt;

Cc: B V Prabhu-Asso.Dean-PP Prgm &lt;bvprabhu@presidencyuniversity.in&gt;

Regards,

Atanu Dutta

----- Forwarded message -----

From: Shambhavi Chaturvedi &lt;shambhavi.chaturvedi@swiflearn.com&gt;

Date: 29 May 2021 6:56 pm

Subject: Fwd: Letter Of Intent || Swiflearn.com

To: "Atanu Dutta-Sr. Mngr-Corp. Relations" &lt;atanudutta@presidencyuniversity.in&gt;

Cc:

----- Forwarded message -----

From: **Swiflearn HR Team** <[shambhavi.chaturvedi@swiflearn.com](mailto:shambhavi.chaturvedi@swiflearn.com)>

Date: Sat, 29 May 2021 at 18:49

Subject: Letter Of Intent || Swiflearn.com

To: <[201710101743@presidencyuniversity.in](mailto:201710101743@presidencyuniversity.in)>

Hi Vandana ,  
 Congratulations,

We are pleased to offer you the position of **Business Development Associate (Consultant)** on behalf of Incassable Technologies Pvt. Ltd (Swiflearn). We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with Incassable Technologies Pvt. Ltd.

You shall be governed by the following terms and conditions of service during your contract period with Incassable Technologies Pvt. Ltd., and those may be amended from time to time.

Unless it is mutually agreed otherwise, you are expected to start the latest by **May 31st, 2021**. The broad terms and conditions that will apply once your employment commences are outlined in this letter. You are also required to let your manager know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

**Terms and conditions:**

Your position will be as **Business Development Associate (Consultant)** with Incassable Technologies Pvt. Ltd and you will be required to report to your team manager. In the course of your training and on the job training, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Incassable Technologies Pvt. Ltd based on your knowledge, qualifications, and experience.

- Your place of work shall be Gurgaon however due to the current pandemic situation you will be **working remotely for the duration of your work**. You may be required to relocate to other locations in India; and/or undertake such travel in and outside India, from time to time, as may



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- We take **data privacy and security** very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Incassable Technologies Pvt. Ltd operates on a **zero-tolerance principle** with regard to any breach of data security guideline
- You'll be provided **14 days of rigorous on-job-training (OJT)** at the start, with a performance assessment at the end of training. If you do not clear the OJT assessment, your joining will be considered null and void and the company would not be liable to pay you any compensation for the days spent in training. In exceptional cases, you might be given one more chance to clear the performance assessment after one more week of training.
- The **notice period** is **0 day**. Although, you have to inform the company before leaving.
- You are expected to **maintain high standards** in terms of quality, delivery, and meeting targets, failing which may lead to cessation of service effective immediately. Incassable Technologies Pvt. Ltd reserves the sole right to extend the probation period or offer a permanent role after the probation period subjected to terms and conditions mentioned above. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors or if the basic input parameters are not being met.
- If you **leave the company within 30 days of joining**, you will not be paid for the duration of training.

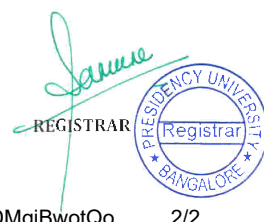
#### **Remuneration, Allowance, and Other Benefits:**

You shall be paid monthly compensation and reimbursed for the expenses incurred in relation to official work subject to prevailing tax laws. You will be paid an all-inclusive remuneration of **Rs 20,000 per month as fixed compensation and performance-based incentives**, if applicable. If your performance is found satisfactory after 2 months, your compensation would be revised up to 3 Lac per annum along with variable pay of up to 1 Lac per annum.

#### **NOTE:**

- **All payments are subject to 10 % TDS deduction.**
- **Onboarding will only be considered after acceptance.**

Thanks & Regards,  
Team Swiflearn.





# KANINI

*Excellence Redefined*

**11-June-2021**

**Arshad Alisha Syed Noorulla**

NO. 4-143, ASIF NAGAR, 4TH WARD,  
YERRAGONDAPALEM, PRAKASAM DISTRICT,  
ANDHARA PRADESH - 523327.

## OFFER LETTER

Dear **Arshad Alisha Syed Noorulla**,

Congratulations!

We are pleased to offer you a career with KANINI Software Solutions for the position of **Trainee Associate – IT Application Development**. We would like to onboard you on **26<sup>th</sup> July 2021** as your date of joining and your primary work location will be our **Chennai office**. We expect you to be flexible to work anywhere from KANINI's offices and/or client location as per business needs in the future.

We appreciate your decision to join us and believe you will find this position to be challenging and rewarding.

We would expect your confirmed acceptance of this offer in an email on or before **14-June-2021**, failing which this offer letter shall stand withdrawn.

Along with this offer, we have provided below described annexures for your reference.

- Annexure I – Documents' checklist that you are expected to share on the onboarding date
- Annexure II – Terms of Service
- Annexure III – Compensation details
- Annexure IV – Locations of KANINI's office

Looking forward to your joining with our "Winning Team".

With best wishes,

For **KANINI Software Solutions**,



**Indu Mohan**  
Assistant Manager - HR

**KANINI Software Solutions India Private Limited**  
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,  
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com





# KANINI

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## Annexure I

### List of Documents to be submitted

On the day of joining, you are required to present the digital copy of the following documents for our records and future reference.

- Educational Certificates and Mark Sheets of the highest degree
- PAN
- Passport (if applicable)
- Aadhaar / Address proof
- Passport size photograph (soft copy)

CONFIDENTIAL

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**KANINI Software Solutions India Private Limited**  
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,  
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com

*[Signature]*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



# KANINI

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## Annexure II

### Terms of Employment

#### Conditional Onboarding:

KANINI understands that your course completion is dependent on the final examination schedules due to the pandemic situation. We are onboarding you with the organization, while the exams and/or results are under process. Hence, your employment with KANINI shall continue, only upon successful completion of your graduation studies, by submitting the required documents and certificates after being made available by the educational institute.

#### Work Location:

KANINI has office locations both in India and in USA to deliver niche IT services & solutions to its clients. Based on the business needs and priorities, every resource at KANINI is expected to be flexible to work from anywhere. However, you will be governed by the employment clause subject to the rules and regulations of the Chennai location.

#### Verification:

Your appointment is contingent upon satisfactory reference & background checks including verification of your Application Materials, Education and Employment History. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated/canceled without any notice.

#### Probation:

You will be on Probation for a period of six (6) months from the date of your joining and it is a significant period for a mutual understanding of expectations. The period of probation is liable to be extended by management, as it may deem fit. You will be confirmed in the services of the company, on satisfactory completion of probationary period.

#### Training Cost

KANINI will dedicate its resources, time, and cost as an investment to provide a high-quality training to groom you with technology and Soft Skills. To ensure the mutual benefit, KANINI expect you to be associated with the organization for a period of minimum three (3) years from the date of joining. If you choose to exit within the minimum service period mentioned above, KANINI reserves the right to recover the Training Cost incurred, as applicable.

**KANINI Software Solutions India Private Limited**  
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,  
Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com





**Appraisal & Promotion:**

Performance exhibited by individual is monitored using a Performance Management System and it is conducted on a quarterly basis. The annual appraisal cycle falls upon successful completion of one year and the process is initiated by end of the annuity during the respective quarter. Promotion to the higher roles & responsibilities are considered based on the individual performance metrics and accomplishments.

**Health Benefit:**

KANINI sponsors for Group Health Insurance for the employee & family (spouse & 2 kids), through third party providers for which you will become eligible from the first day of the employment.

**Overseas Agreement:**

Every KANINI employee is required to sign the Overseas Agreement to serve the company in India on return from an overseas deputation. This is to ensure that the knowledge and information gained by the employee during the deputation is shared and available to the company and its employees in India. This knowledge and Information is essential for KANINI to continue to serve its clients and customers.

**Notice Period:**

Your service in KANINI will be covered by three (3) months' notice period which is mandatory. However, this clause does not apply to dismissal of employees for performance related issues or termination on disciplinary grounds or violating any terms of the offer letter or rules of the company. After an employee notifies his resignation, it will be on the sole discretion of KANINI whether to let the employee serve their full notice period or to relieve them early based on the assignments prevailing during that time.

**Confidentiality Agreement:**

To protect the intellectual property rights of KANINI and its clients, you will be signing a Non-Disclosure Agreement (NDA) with effect from your date of joining. With this, you have agreed not to reveal information pertaining to clients, process innovations, proprietary inventions, project details and any other sensitive data to both internal and external parties and organizations.



# KANINI

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## Annexure III

### Compensation Break up

Monthly Components	Rs.	Rs.
Basic Pay		12000
House Rent Allowance		6000
Conveyance Allowance		1800
Employer PF		1800
Other Allowance		8400
<b>Gross Salary</b>		<b>30000</b>
<b>Total Monthly</b>		<b>30000</b>
<b>Total Annualized (1)</b>		<b>360000</b>

Yearly Components		
Performance Incentive*		40000
<b>Total (2)</b>		<b>40000</b>

<b>Gross CTC (1+2)</b>		<b>400000</b>
------------------------	--	---------------

**KANINI Software Solutions India Private Limited**

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Chennai -600 119 | Phone : +91 44 40098700 | www.KANINI.com



**Annexure IV**

**KANINI's office locations**

**INDIA**

**Software Development Centres**

**KANINI Software Solutions India Pvt. Ltd.**

**Chennai Office**

Rattha Tek Meadows,  
No.51, Block - B, 3rd Floor,  
Old Mahabalipuram Road (OMR),  
Rajiv Gandhi Salai, Sholinganallur,  
Chennai, TN - 600 119

**Coimbatore Office**

6th Floor, Block C,  
Hanudev Infotech Park  
SF No.558/2, Udayampalayam Road  
(Near) Nava India Signal,  
Coimbatore, TN - 641028

**Pune Office**

World Trade Centre  
Dholepatil Farms Road Unit No.801  
8th Floor, EON Free Zone  
Kharadi, Pune - 411014

**Bangalore Office**

#1, 4th floor, Navrathna gardens  
Doddakallasandra, Kanakapura road  
Opp Doddakallasandra metro station  
Bangalore, KA - 560062

**USA**

**Corporate Headquarters**

KANINI Software Solutions, Inc.,  
25 Century Blvd, Suite 602  
Nashville, TN 37214  
[www.kanini.com](http://www.kanini.com)  
Work: 615-465-8287 EXT 101  
Fax: 615-465-8245

**KANINI Software Solutions India Private Limited**  
(An ISO 9001:2015 Certified Company)

Rattha Tek Meadows, No. 51, Tower - B, 3rd Floor, OMR, Sholinganallur,  
Chennai -600 119 | Phone : +91 44 40098700 | [www.KANINI.com](http://www.KANINI.com)



**Fw: Etech - offer Letter (Shreyas Bhardwaj) - (BA)**

Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

Thu 03-Jun-21 10:11 AM

To: Lokesh S - Placement Executive &lt;lokesh.s@presidency.edu.in&gt;

Hi Sir

PFB offer letter of ETech Solutions

--

**Satya Narayana M R**  
**Senior Executive - Placements**  
**+91 7795421966**

**Presidency University**

Itgalpura, Rajankunte  
 Yelahanka, Bengaluru-560064,  
 Karnataka, India.

[www.presidencyuniversity.in](http://www.presidencyuniversity.in)**From:** SHREYAS BHARDWAJ <201710100824@presidencyuniversity.in>**Sent:** Monday, May 31, 2021 9:02 AM**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>**Subject:** Fwd: Etech - Salary Offered (Shreyas Bhardwaj) - Intern (BA)

This is the salary breakup after submitting btech degree sir, this is my package.

Thank you,  
 Shreyas Bhardwaj

**From:** Veena Bhardwaj <Veena.bhardwaj@etechtexas.com>**Sent:** Sunday, May 30, 2021, 8:47 PM**To:** 'shreyas gaur'**Cc:** 'Komal Vyas'; 'Felcy Lourdsamy'; 'Maulik Acharya'; "Rahul Bhardwaj"**Subject:** RE: Etech - Salary Offered (Shreyas Bhardwaj) - Intern (BA)

Hello Shreyas,

Also, as discussed, post you submit your degree certificate your Gross salary would be Rs. 22,000/-.  
 Below is the bracket for your better understanding of the salary break up :

	Per Month	Per Annum
<b>Gross Salary</b>	<b>22000</b>	<b>264000</b>
Basic	8800	105600



HRA	6600	79200
Advance Bonus	732.6	8791.2
Other Allowance	1917.4	23008.8
Medical Reimbursement	1250	15000
Uniform Allowance	2200	26400
<b>Mobile / Telephone Allowance:</b>	500	6000
Deduction from Salary		
Employee's PF 12%	1056	12672
ESIC 0.75%	0	0
<b>Professional Tax</b>	<b>200</b>	<b>2,400</b>
Total Deduction	1,256	15,072
<b>Fixed -Net Earnings / Take Home Salary</b>	<b>20744</b>	<b>248928</b>
Privilege Leave	1,283	15,396
<b>Employer PF 12%</b>	<b>1,056</b>	<b>12,672</b>
<b>Medicclaim</b>	<b>168</b>	<b>2,016</b>
<b>ESIC Employer @3.25%</b>	<b>0</b>	<b>0</b>
<b>Total Fixed CTC component (A)</b>	<b>24,507</b>	<b>294,084</b>
<b>Canteen Subsidy</b>	<b>1,100</b>	<b>13,200</b>
<b>Shift Allowance</b>	<b>1,540</b>	<b>18,480</b>
<b>Campaign Allowance</b>	<b>2,640</b>	<b>31,680</b>
<b>Total Potential Variable component (considering 22 Days) (B)</b>	<b>5,280</b>	<b>63,360</b>
<b>Potential Take Home (Fixed take home + Potential variable)</b>	<b>26024</b>	<b>312288</b>
<b>Total Cost to the company (A+B)</b>	<b>29,787</b>	<b>357444</b>

Wish you GOOD LUCK for your Journey with Etech!

Regards,

**Veena Bhardwaj**

Recruitment Leader

phone: +91-792-321-3089 Ext:271 | mobile: +91-966-247-9316

[My Linked In Profile](#)

### Etech Global Services, LLC

3<sup>rd</sup> Floor, IT Tower 4, Infocity, Gandhinagar, GJ, India 382009

[Etech Linked In Profile](#) [Etech Twitter Account](#)

[Etech Web Site](#) [Subscribe to Newsletter](#)

**From:** shreyas gaur [mailto:shrgaur12@outlook.com]

**Sent:** Sunday, May 30, 2021 8:29 PM

**To:** Veena Bhardwaj

**Cc:** 'Komal Vyas'; macharya@etech.medallia.com; 'Rahul Bhardwaj'; 'Felcy Lourdsamy'

**Subject:** Re: Etech - Salary Offered (Shreyas Bhardwaj) - Intern (BA)



Good evening,

I cordially accept the offer.

Also I have attached my PAN card and my shipping address:

Bangalore Address: #201 Daffodils Block, Pavani Residency, opp RWF, New Town, Yelahanka, Bangalore, Karnataka 560064.

Rajasthan Address: Om Prakash Sharma, Dolat Pol, Saravoggi Mohalla, Beawar, Ajmer District, Rajasthan 560064

Please note that I'm currently in Rajasthan and will be reaching Bangalore on the 6th of June so please ship it accordingly.

Thank you  
Shreyas Bhardwaj  
+918762750082

---

**From:** Veena Bhardwaj <Veena.bhardwaj@etechtexas.com>  
**Sent:** Sunday, May 30, 2021 8:10:29 PM  
**To:** shrsgaur12@outlook.com <shrsgaur12@outlook.com>  
**Cc:** 'Komal Vyas' <Komal.Vyas@etechtexas.com>; macharya@etech.medallia.com <macharya@etech.medallia.com>; 'Rahul Bhardwaj' <rbhardwaj@etech.medallia.com>; 'Felcy Lourdsamy' <flourdsamy@etech.medallia.com>  
**Subject:** Etech - Salary Offered (Shreyas Bhardwaj) - Intern (BA)

Hello Shreyas,  
Greetings of the day!

It is a great pleasure for us to welcome you in our Etech family as an **Intern**. Kindly see below salary break up for your reference and update us on your joining date as **31<sup>st</sup> May'21**. Also, kindly share your pan card copy and shipping address.

	Per Month	Per Annum
<b>Gross Salary</b>	<b>15000</b>	<b>180000</b>
Basic	6000	72000
HRA	4500	54000
Advance Bonus	583	6996
Other Allowance	667	8004
Medical Reimbursement	1250	15000
Uniform Allowance	1500	18000
<b>Mobile / Telephone Allowance:</b>	500	6000
Deduction from Salary		
Employee's PF 12%	720	8640
ESIC 0.75%	112.5	1350
<b>Professional Tax</b>	<b>200</b>	<b>2,400</b>
Total Deduction	1,033	12,390
<b>Fixed -Net Earnings / Take Home Salary</b>	<b>13967.5</b>	<b>167610</b>
Privilege Leave	875	10,500
<b>Employer PF 12%</b>	<b>720</b>	<b>8,640</b>

*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Medicclaim	168	2,016
ESIC Employer @3.25%	488	5,850
<b>Total Fixed CTC component (A)</b>	<b>17,251</b>	<b>207,006</b>
Canteen Subsidy	1,100	13,200
Shift Allowance	1,540	18,480
Campaign Allowance	2,640	31,680
<b>Total Potential Variable component (considering 22 Days) (B)</b>	<b>5,280</b>	<b>63,360</b>
<b>Potential Take Home (Fixed take home + Potential variable)</b>	<b>19247.5</b>	<b>230970</b>
<b>Total Cost to the company (A+B)</b>	<b>22,531</b>	<b>270366</b>

**Potential Variables contains:**

- Canteen Subsidy Rs. 50\* no. of working days
- Shift Differentials Rs. 70\* no. of working days
- Campaign allowance Rs. 120\* no. of working days

**Kindly confirm on the same.**

Regards,

**Veena Bhardwaj**

Recruitment Leader

phone: +91-792-321-3089 Ext:271 | mobile: +91-966-247-9316

[My Linked In Profile](#)

**Etech Global Services, LLC**

3<sup>rd</sup> Floor, IT Tower 4, Infocity, Gandhinagar, GJ, India 382009

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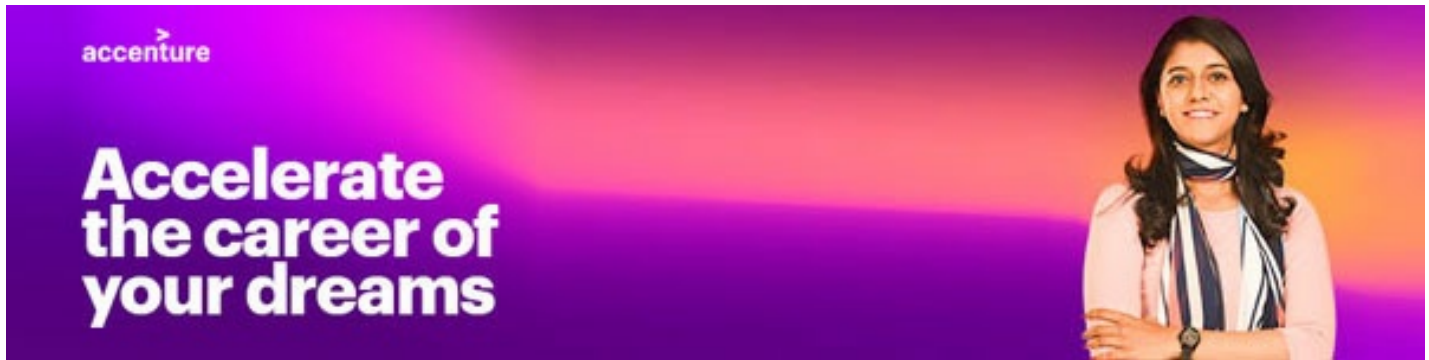
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To,

**Name :** Basim Althaf

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Basim Althaf,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online Learning program).
- On successful completion of the program and clearance of the Technology fundamental

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

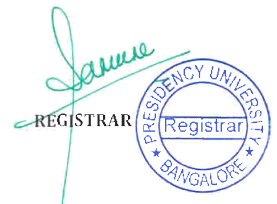
#### **Annexure A**

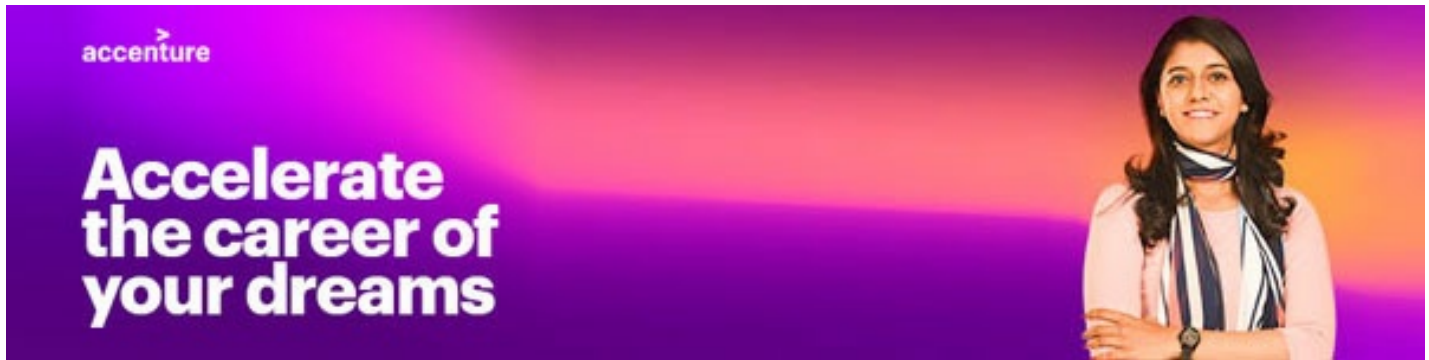
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

**Name :** Jambapuram Neeraj Kumar Reddy

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Jambapuram Neeraj Kumar Reddy,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
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- On successful completion of the program and clearance of the Technology fundamental

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

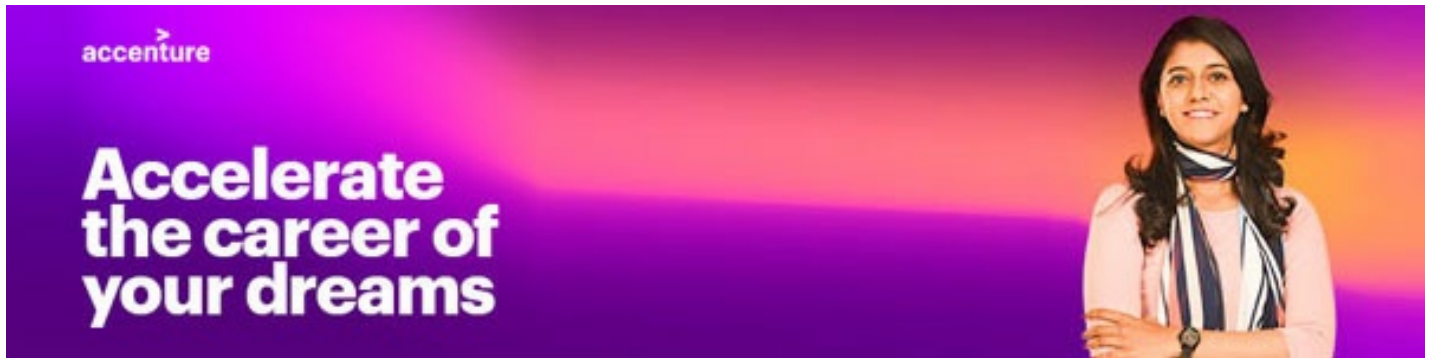
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

**Name :** Joshna Mariya Jose

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Joshna Mariya Jose,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).



- On successful completion of the program and clearance of the Technology fundamental assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.
- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

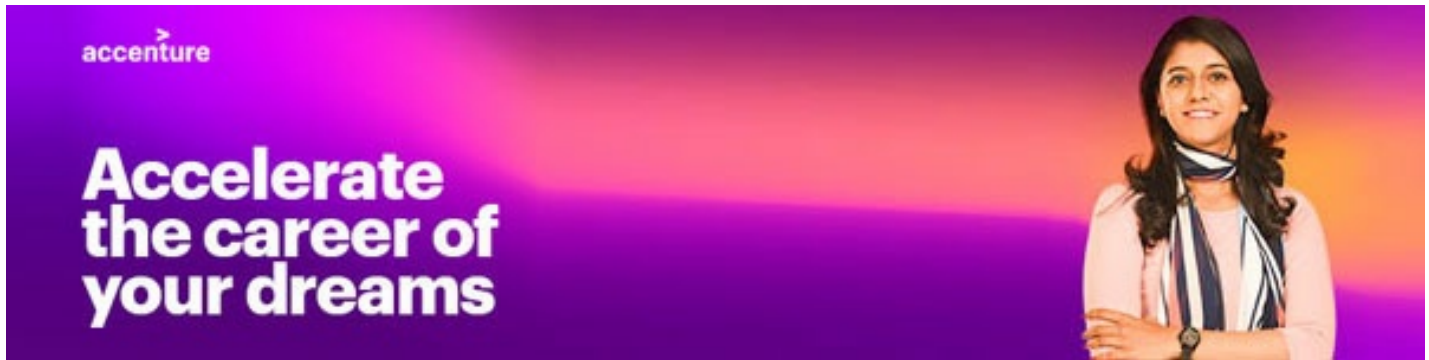
- Career Level - 11
- Proposed role - Full Stack Engineering Analyst
- Annual fixed compensation for the fiscal will be INR 5,41,500; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 1,13,715. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Additional Benefits: Gratuity as per law (as applicable) + Insurance premium (Notion Value): INR 24,000
- Maximum Annual Total earning potential + Total Additional Benefits – INR 6,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

**Name :** Kishan Gupta

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Kishan Gupta,

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
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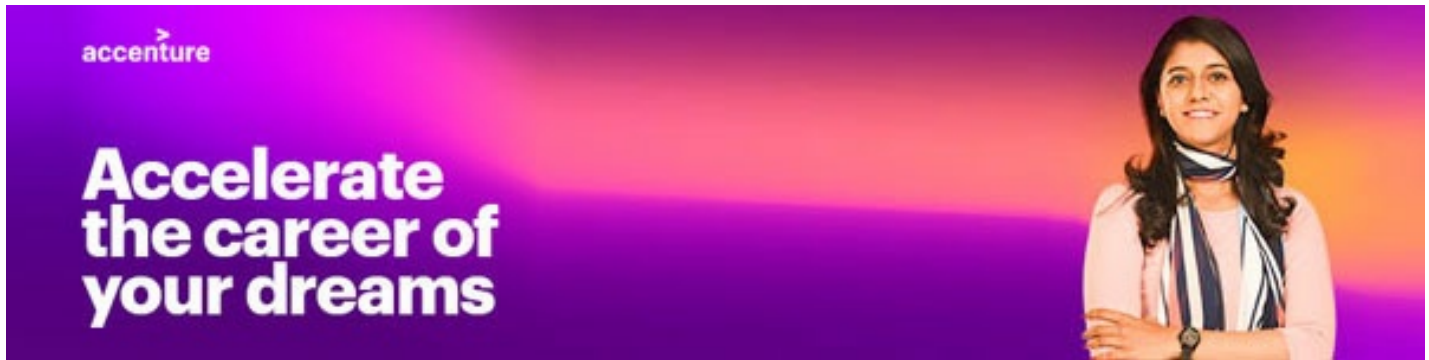
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

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To,

**Name :** Kota Chinna Venkata Prasanna

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Kota Chinna Venkata Prasanna,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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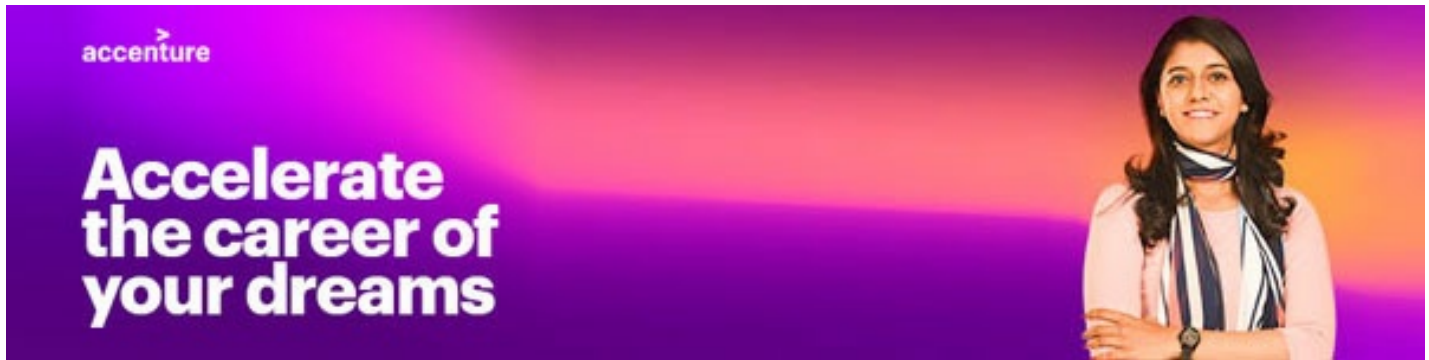
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

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To,

**Name :** Mallu Manivardhan Reddy

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Mallu Manivardhan Reddy,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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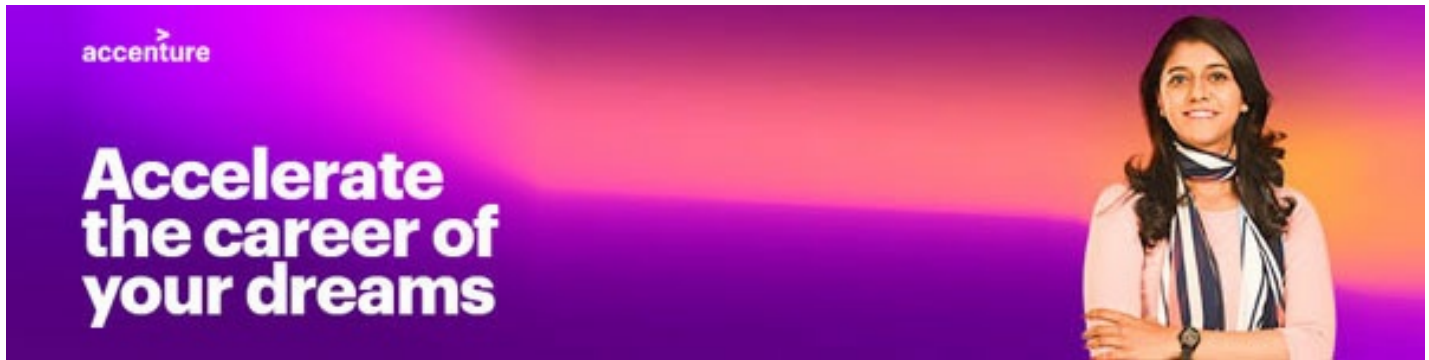
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
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To,

**Name :** Mohammed Nayeem N

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Mohammed Nayeem N,

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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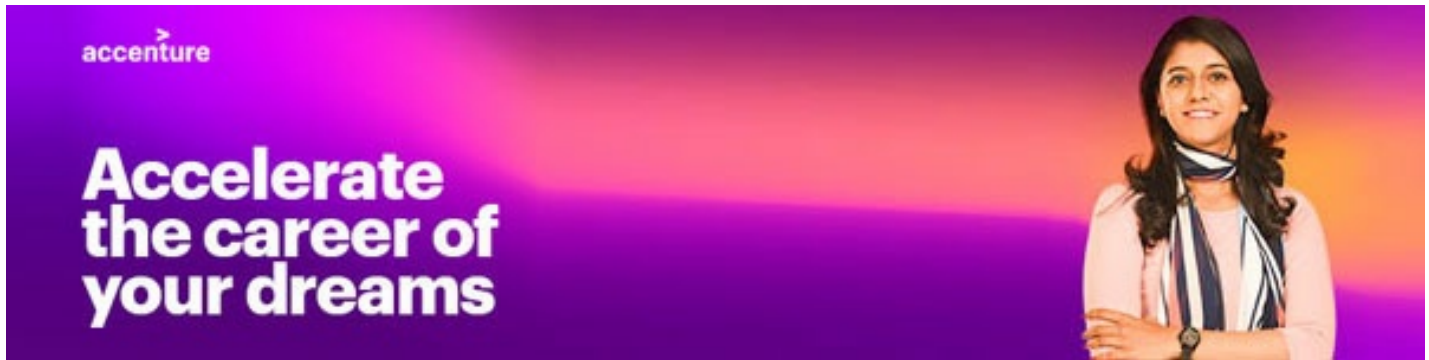
- Career Level - 12
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To,

**Name :** Kundhan Kumar Tanneru

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Kundhan Kumar Tanneru,

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- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

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#### **Annexure A**

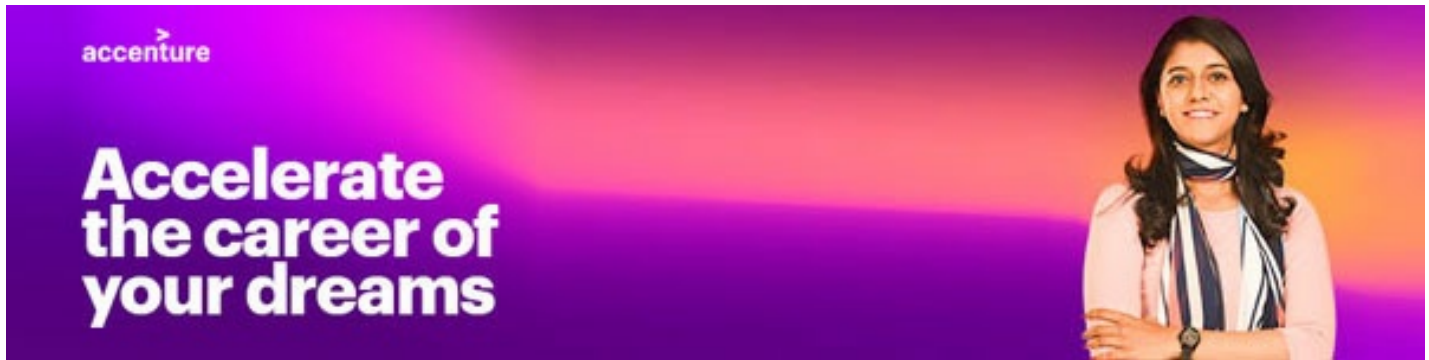
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

**Name :** Abdul Sameer

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Abdul Sameer

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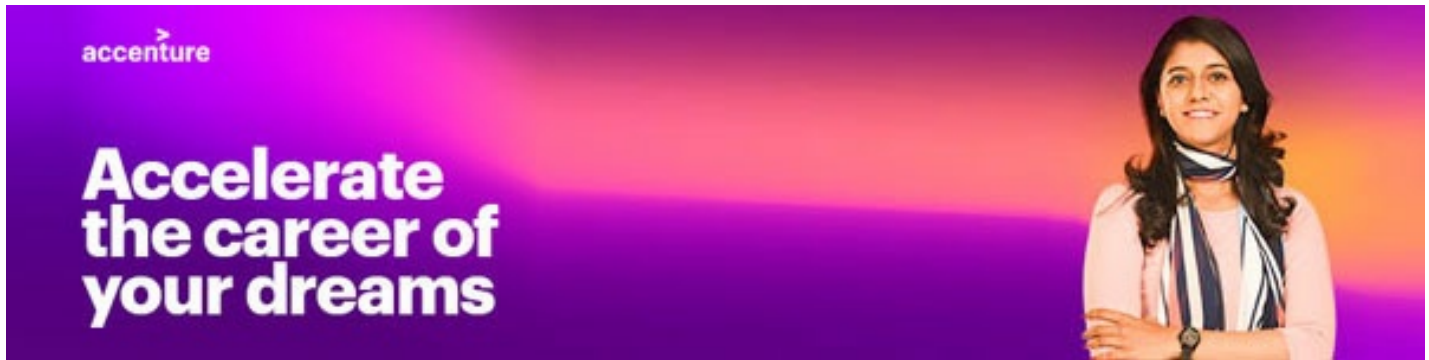
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To,

**Name :** Aditya Thakur

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Aditya Thakur,

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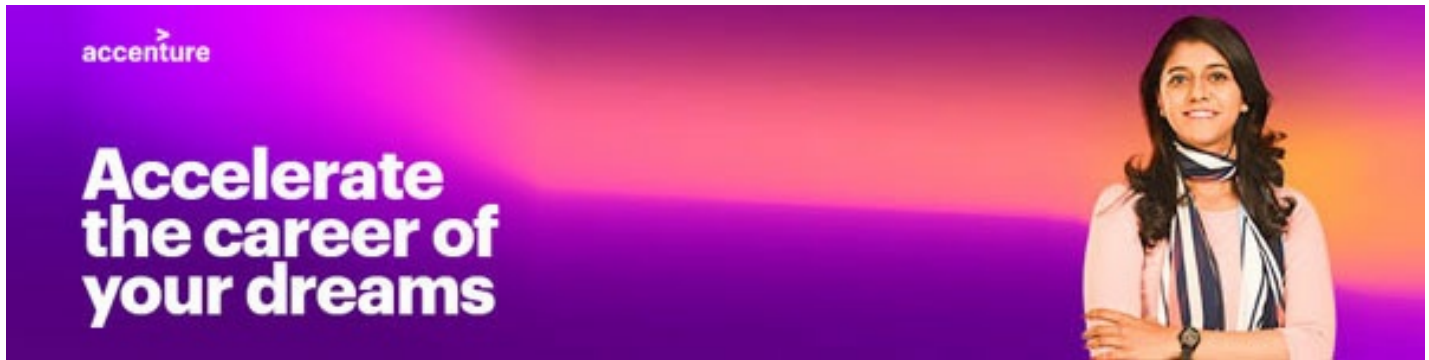
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To,

**Name :** Chinnabathini Sravan Kumar

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Chinnabathini Sravan Kumar,

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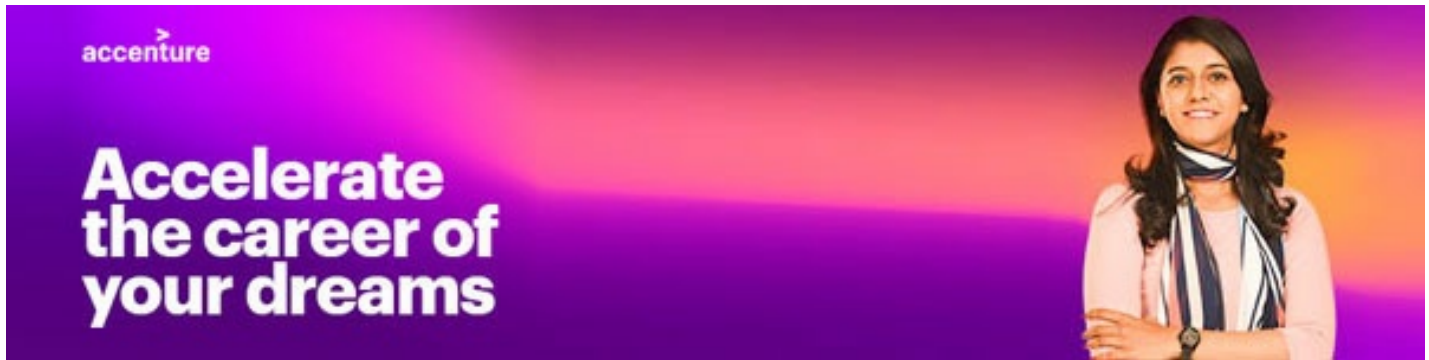
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To,

**Name :** Mahima K R Sadananda

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Mahima K R Sadananda,

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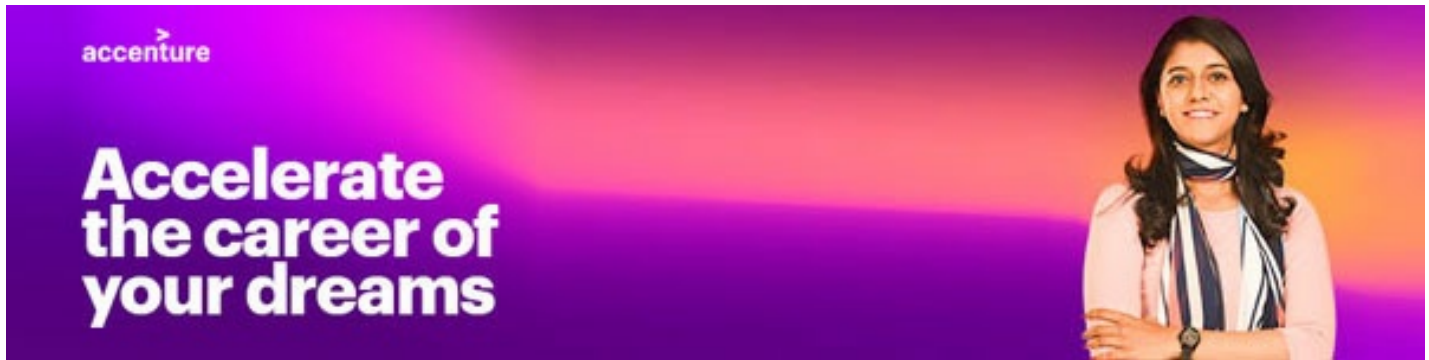
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To,

**Name :** Omkaram Venkata Kalyan Chakravarthi

**Re: Important information post your clearance of the interview process during the Campus Visit**

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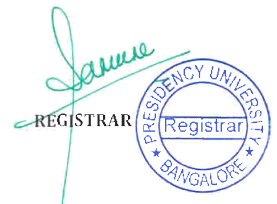
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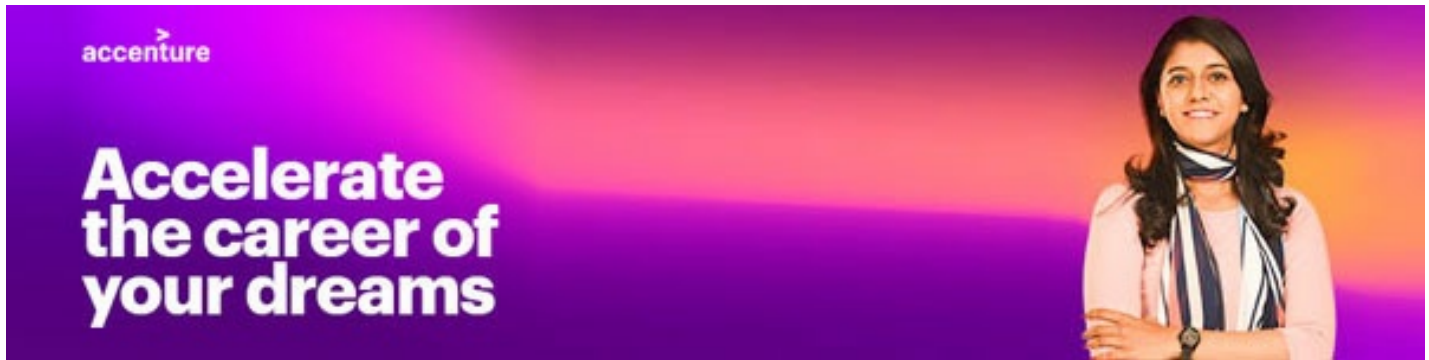
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To,

**Name :** Sneha Anand Ghiwari

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Sneha Anand Ghiwari,

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

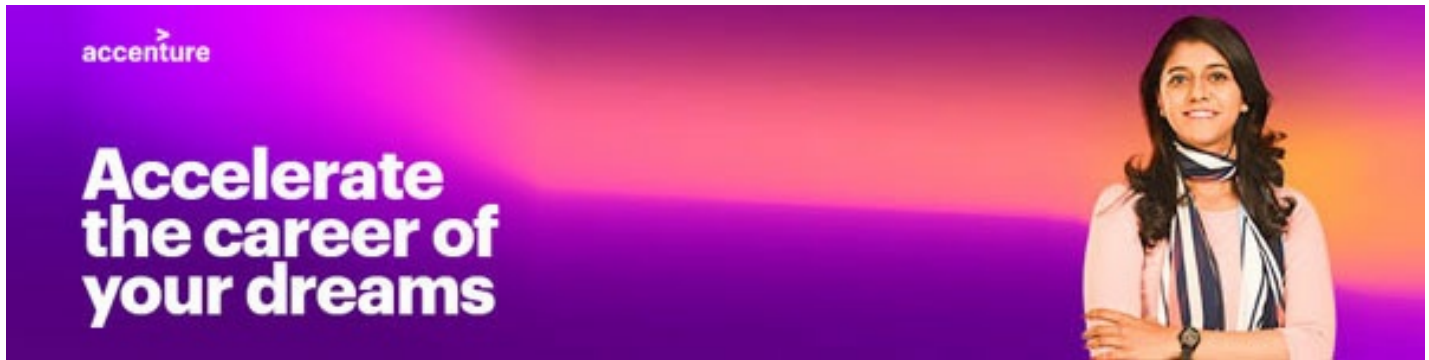
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"





To,

**Name :** Sudha Ramanna C L

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Sudha Ramanna C L,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online Learning program).
- On successful completion of the program and clearance of the Technology fundamental

*Sudha Ramanna C L*  
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BANGALORE

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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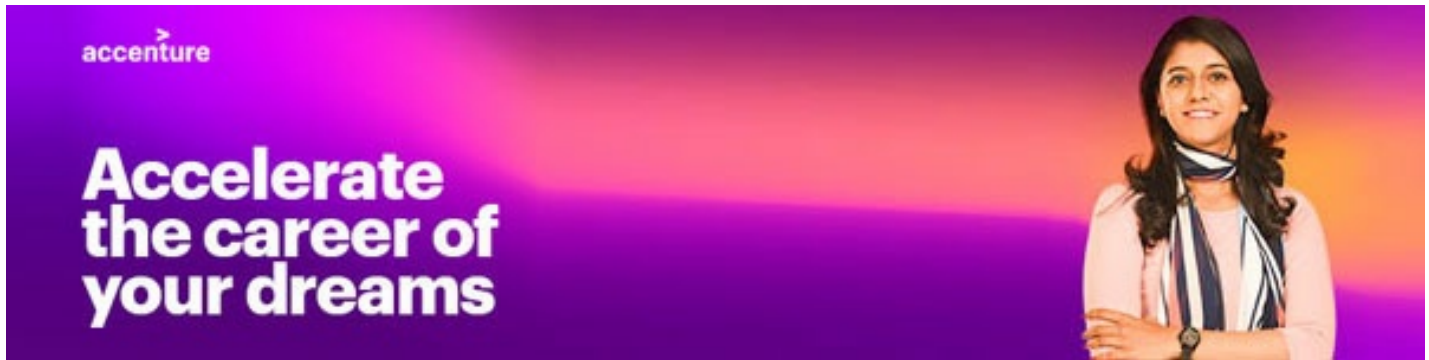
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You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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To,

**Name :** Venisha Recharla

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Venisha Recharla,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

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- Career Level - 12
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- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
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You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

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## Offer Letter

Name: Sachin Sachin

Date: Tuesday, June 8, 2021

Dear Mr. **Sachin Sachin**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" **Company** "), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 15, 2021**. Your work location would be **Gulbarga / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### 6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Gulbarga / Bangalore
Sales Circle Location:	Gulbarga
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

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**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion 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' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

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



info@valentabpo.com  
www.valentabpo.com

#710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

06/07/2021

**Amaan Faraaz Syed**

House No. 114 2nd Floor/5th cross, Bhoopasandra, Vinayaka Layout, RMV stage 2,  
Bangalore,  
Karnataka - 560094

Dear **Amaan**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**. Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning



- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.





 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Amaan Faraaz Syed** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

06/07/2021

**Anusha B Nadageri**

Adarsh colony ,opp of Divaker Garage near Bus Depo ,Hubbuwada,  
Karwar,  
Karnataka - 581301

Dear **Anusha**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**.Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

**TERMS OF EMPLOYMENT**

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

**1. Hours of Work**

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

**2. Place of Employment**

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

**3. Probation**

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
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For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
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- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or



7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

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9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

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- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

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- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Anusha B Nadageri** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



info@valentabpo.com  
www.valentabpo.com

#710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

07/06/2021

**Mohammed Shuaib**  
Presidency college,  
Bangalore,  
-

Dear **Mohammed**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore



## Human Resource

Upon your acceptance of this job offer, the below processes follow:


- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will




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be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## ANNEXURE - 1

**TERMS OF EMPLOYMENT**

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

**1. Hours of Work**

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

**2. Place of Employment**

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

**3. Probation**

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be

on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2

consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.

- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service - 1-month notice;
  - o 1 year up to 2 years of service - 2 months' notice;
  - o 2 years of service onwards - 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute,

whether or not such act is directly related to the affairs of Valenta; or

- 7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.
- 7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## 8. Mode of Communication

- 8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## 9. Confidentiality

- 9.1 You agree at all times during the term of your employment and thereafter (without limit of time):
- 9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and
- 9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.
- 9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.
- 9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know – how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and

sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).



**11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -**

11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2 In particular, you explicitly consent to:

11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

**12. Non - Compete**

12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

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- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
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- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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- 16.1 Your age of retirement from the service will be on completion of 60 years.

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- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India.




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Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

  
REGISTRAR  




✉ info@valentabpo.com  
www.valentabpo.com

📍 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Mohammed Shuaib** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above – mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **14/06/2021**

Signature:

A rectangular box containing a handwritten signature in black ink, which appears to be 'Mohammed Shuaib'.

Name: **Mohammed Shuaib**

Date: **08-06-2021**

*Shuaib*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



info@valentabpo.com  
www.valentabpo.com

#710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

07/06/2021

**Rakshithah H**  
Antharahalli,  
Doddaballapur,  
Karnataka - 561203

Dear **Rakshithah**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Human Resource

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will

be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.



## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be

on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
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- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

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- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
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- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute,

whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and

sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## **11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -**

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non - Compete**

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.



## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India.

Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Rakshithah H** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **14/06/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

06/07/2021

**Rekhanjali R**

No. 38, 11thcross Nikitha Nilayam, near LCR School Road, Yeshwanthpur,  
Bangalore,  
Karnataka - 560054

Dear **Rekhanjali**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**. Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

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- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

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9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.





 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Rekhanjali R** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

06/07/2021

**Syeda Umme Kulsum**

#7, Muneshwara A block, Matadahalli stepdown, R.T Nagar,  
Bangalore,  
Karnataka - 560032

Dear **Syeda Umme**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**. Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Syeda Umme*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or



7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

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- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
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- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

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- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
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 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Syeda Umme Kulsum** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



info@valentabpo.com  
www.valentabpo.com

#710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

06/07/2021

**U. Mohammad Thousif**  
Ram nagar, D no:6-3-282,  
Anantapur,  
Andhra Pradesh - 515001

Dear **U. Mohammad,**

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta.**

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore.**

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021.**Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

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- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

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- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
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- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -



- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **U. Mohammad Thousif** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**06/07/2021**

**Srinivas Vedula**

D1-104 Provident Welworth City,  
Bangalore,  
Karnataka - 561203

Dear **Srinivas**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**. Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

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## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.



## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Srinivas Vedula** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**07/06/2021**

**Khizar Ahmed**

No. 78, 7th Cross, Cambridge Layout,  
Bangalore,  
Karnataka - 560008

Dear **Khizar**,

Welcome to **Valenta Accounting KPO Pvt Ltd.**! We are pleased to offer you a career opportunity with our company.

Based on your interview, we are offering you a position as a **Executive Trainee** in **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program will be a period of 3 months. During this training period, you will be paid a stipend of **INR ₹ 12,500.00**

Upon successful completion of your training, you will be hired at Level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of INR. 45,000 post completing one year from the date of joining the Organization.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

ANNEXURE - 1  
**TERMS OF EMPLOYMENT**

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

**1. Hours of Work**

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

**2. Place of Employment**

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

**3. Probation**

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

#### 6. Leave Entitlement Policy



- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.
- 6.2 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.3 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.4 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.5 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.6 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.7 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.8 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.9 Leaves need to be utilized every six months. i.e. January to June leaves, should be

used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your

duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or
- 7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.
- 7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## 8. Mode of Communication

- 8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## 9. Confidentiality

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- 9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and
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- 9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.
- 9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not

limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

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- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
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such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

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- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

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Employee agrees to submit to the jurisdiction of the courts of Bangalore.

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**Acknowledgement and Acceptance of Appointment by Valenta Accounting KPO Pvt. Ltd.**

I, **Khizar Ahmed** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore** office on **14/06/2021**

**Signature:**

**Name:**

**Date:**

06/07/2021

**Rakshitha D V**

#8, 28 cross, Bagalagunte,  
Bangalore,  
Karnataka - 560 073

Dear **Rakshitha**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**.Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

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- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
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- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
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- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or



7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Rakshitha D V** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**07/06/2021**

**Suparna Sarkar**

#19, 24A cross, Faizzulabad Ward no. 9,  
Maruthinagar, Yelahanka, Sainthia,  
Bangalore, Karnataka, Birbhum, West Bengal - 560064, 731234

Dear **Suparna**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

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We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*



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## Human Resource

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2	Age Proof Cer ficate – Birth Cer ficate/ (School Cer ficates if ICSE / SSLC / CBSE)
3	Academic Cer ficates (Including addi onal cer fica ons/courses) suppor ng your educa on qualifica ons along with mark sheets*
4	Your latest salary slips or salary cer ficate*
5	Experience Proof – Relieving le er from previous employers (if previously employed)*. The relieving le er or resigna on acceptance need to be submi ed in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
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The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.

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7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice; o 2 years of service onwards – 3 months' notice.

7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, if such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## 8. Mode of Communication

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be indicated by you to the management thereafter.

## 9. Confidentiality

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know – how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents,

services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documenta on, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, so ware developments, inven ons processes, formulas, technology, designs, drawings, engineering, marke ng, distribu on and

sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the tle and descrip on of any patents or patent applica ons filled by Valenta in any country or jurisdic on (un l the same is generally available to the public), and any other business informa on of Valenta including business plans, prac ce methodologies and technologies (including computer so ware), training materials, personnel informa on, client lists and informa on regarding the business needs, strategies and technologies of present and prospec ve clients and internal Company publica ons, whether directly or indirectly, or by drawings or inspec on of documents or other tangible property and all informa on that comes to your knowledge which would but for this employment would not have been accessed by you, whether such informa on is in tangible form or not, wri en or otherwise and formal or not. Confiden al Informa on however shall not include knowledge, skills, and informa on which is common to the business of Valenta or which is generally known outside Valenta.

9.4 You understand that retaining the confiden al nature of the confiden al informa on is of utmost importance to the business Valenta and in addi on to the terms of s pulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the applica on of all work produced by you during or as a consequence of your employment, whether alone or in conjunc on with other and whether during normal working hours or not, including but not limited to any inven on, design, discovery or improvement, computer program, documenta on, confiden al informa on, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.

10.2 You agree, at Valenta expense, to provide, during and a er this employment, all such assistance as Valenta reasonably considers necessary, to secure the ves ng of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Sec on 57 of the Copyright



## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2 In particular, you explicitly consent to:

11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non – Compete

12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly

competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:

13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or

13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.

13.1.3 You agree the foregoing restrictions are reasonable both as to manner and extent given the nature and scope of Valenta's present business and the duties of your employment.

13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.

14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.

14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.

14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

### 15. Indemnification

15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

### 16. Retirement

16.1 Your age of retirement from the service will be on completion of 60 years.

### 17. Professional Relationship

1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.

1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.

1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

### 18. General

18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties hereto. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.

18.2 This agreement is made under and shall be construed according to the laws of India.

Employee agrees to submit to the jurisdiction of the courts of Bangalore.

18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.

18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a condition precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Suparna Sarkar** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above – mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **14/06/2021**

**Signature:**


**Name:**

**Date:**

  
REGISTRAR  




 [info@valentabpo.com](mailto:info@valentabpo.com)  
[www.valentabpo.com](http://www.valentabpo.com)

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

  
REGISTRAR

A circular blue seal for the Registrar of Presidency University, Bangalore. The seal contains the text 'PRESIDENCY UNIVERSITY' at the top, 'Registrar' in the center, and 'BANGALORE' at the bottom, with small stars on either side of the bottom text.

**07/06/2021**

**Anuka Gowda**

#1078 11th main, 13th cross,  
Judicial Layout, GKVK Post, Bengaluru,  
karnataka - 560065

Dear **Anuka**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Human Resource

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will



be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be

on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2

- consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute,

whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

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9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and

sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

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### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

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## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India.

Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

### **Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Anuka Gowda** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **14/06/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  


06/07/2021

**Nikitha Prakash Mahale**

#573, Shariff Manzil 16th main, 2nd D Cross, Chokkasandra, T Dasarahalli,  
Bangalore,  
Karnataka - 560057

Dear **Nikitha**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**.Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or



till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
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## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.



- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Nikitha Prakash Mahale** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

06/08/2021

**Shwetha SR**

#1306/253, Singanayakanahalli, Yelahanka Hobli,  
Bangalore,  
Karnataka - 560064

Dear **Shwetha**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

## Human Resource

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

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2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
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#### 6. Leave Entitlement Policy

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- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2

- consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.



## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute,

whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and

sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## **11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -**

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12. Non - Compete**

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India.

Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Shwetha SR** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



07/06/2021

**Stains Abi**

366 17/1 10th main 5th cross,  
Gokul 1st stage, 2nd phase,  
Yeshwanthapur, Bangalore - 560008

Dear **Stains**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **14/06/2021**.

Yours sincerely,

*Nishal Purba*

**Nishal Purba**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Human Resource

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will

be returned to you after due verification.

- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be

on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### 4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### 5. Salary and Benefits

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### 6. Leave Entitlement Policy

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2

- consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
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For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
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- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute,

whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

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9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and



sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

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- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

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- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

### 14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

## 15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## 16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

## 17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India.

Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 [info@valentabpo.com](mailto:info@valentabpo.com)  
[www.valentabpo.com](http://www.valentabpo.com)

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Stains Abi** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **14/06/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

06/07/2021

**Syed Shahbaz**

#26 3rd main 1st A cross ., Basawalingappa Nagar Sampigehalli, Yelahanka,  
Bangalore,  
Karnataka - 560064

Dear **Syed**,

Welcome to **Valenta BPO Solutions Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Executive Trainee** in the **RPA & AI Automation** team at **Bangalore**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in BPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your personal and professional goals. We look for self- driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program is 3 months. During your training, you will be paid a stipend of **INR ₹ 12,500.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 330,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, ESI if applicable, Provident Fund and Gratuity. You will receive a one time bonus of **INR.45,000** post completion of one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 7 days from the date of offer.

We look forward to you joining us at our **Bangalore** office on **06/14/2021**. Yours sincerely,

*Nishal Purba*

**Nishal Purba**  
**Human Resource**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver’s License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.



- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
  - o DOB and Name of Father, Mother, Spouse, Child / Children
  - o Educational details with the passing year
  - o Your past experience details with the exact years and role played
  - o Blood Group
  - o Your Savings Bank Account number
  - o Your PAN Number
  - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

## ANNEXURE - 1

### TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### 1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

#### 2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

#### 3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or

till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

#### **4. Travel**

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

#### **5. Salary and Benefits**

- 5.1 Our salary cycle is first day to the last day of the month and salary will be paid by the fifteenth of the following month (i.e. 1<sup>st</sup> Jan to 31<sup>st</sup> Jan, paid by 15<sup>th</sup> Feb).
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

#### **6. Leave Entitlement Policy**

- 6.1 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.2 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning

- to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.3 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.4 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.  
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.5 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.6 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.  
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.7 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.8 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.
- 6.9 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

## 7. Termination

- 7.1 Your employment with Valenta is subject to termination on:  
This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.  
For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:
- o Upon confirmation up to 1 year of service – 1-month notice;
  - o 1 year up to 2 years of service – 2 months' notice;
  - o 2 years of service onwards – 3 months' notice.
- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or
  - 7.4.2 You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

## **8. Mode of Communication**

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9. Confidentiality**

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any

country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

## 10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

## 11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the “Policy”), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
- 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information “about you” includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to “sensitive personal data” may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## 12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of “Valenta’s”, client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.



### 13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
  - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
  - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
  - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

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- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

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- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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- 16.1 Your age of retirement from the service will be on completion of 60 years.

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- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

## 18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.

- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.
- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



 info@valentabpo.com  
www.valentabpo.com

 #710, Swarna Complex, HMT Layout, Vidyanarayapura  
Bengaluru 560097, India

**Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.**

I **Syed Shahbaz** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Bangalore office** on **06/14/2021**

**Signature:**

**Name:**

**Date:**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



# Watsonite

June 07, 2020

**Ms. Greeshma Jane S.**

#74, 3<sup>rd</sup> Cross, Adarsh Nagar Tirumalapura,  
Hesaraghatta, Bengaluru -560089.

Dear Greeshma,

**Subject: Appointment Letter**

We are pleased to offer you the position of **Trainee**.

Your date of appointment is effective **10<sup>th</sup> June 2021**.

We are enclosing a copy of the terms and conditions of employment. Please sign and return the same to acknowledge your acceptance. Watsonite Systems Pvt. Ltd. reserves the right to amend the terms and conditions from time to time but will keep you informed of changes if any.

We take this opportunity to welcome you to Watsonite Systems Pvt. Ltd. and trust that this will be the beginning of a mutually rewarding association.

Best Wishes,  
Watsonite Systems Pvt. Ltd.

*Bharath*

Bharath D  
Manager - Human Resource  
Authorized Signatory



## TERMS & CONDITIONS OF EMPLOYMENT

### 1. DATE OF APPOINTMENT

You will be subject to rigorous training for a period of 3 months starting from **10<sup>th</sup> June 2021**. The training will be conducted by Watsonite Team's - Training & Development experts to groom you to company standards. Post completion of your training, if you are deemed fit, a confirmation will be shared with you for the role of a full time Associate Consultant w.e.f. the day communicated.

### 2. SALARY & BENEFITS

Your salary and benefits will be as follows:

During the training period, you shall be entitled to a stipend of Rs 5,000/- for the first month and Rs 10,000/- for the next two months from Watsonite Systems. Details of your compensation are confidential, and we strongly advise that you do not discuss this information with anyone other than Management, your immediate family or your professional advisor.

### 3. PERFORMANCE

Performance is measured by 1 Offer in a month for 1<sup>st</sup> month and 2 offers for each subsequent training months. However, it is under the discretion of the Manager.

### 4. HOURS & PLACE OF WORK

Your normal working hours will be from Monday to Friday, 9:30 AM to 6:30 PM. The work timings mentioned is indicative only and is open for change as per business needs of Watsonite Systems Pvt. Ltd. There will be occasions when you will be required to work additional hours to meet business needs. This may include weekend working.

### 5. CONFIRMATION

Post successful completion of training & confirmation of employment, your annual CTC shall be Rs 2, 53,824 (CTC breakup will be shared with you along with the confirmation letter). In addition, you would be entitled for a performance-based incentive. The Compensation & Benefits applicable to you will be personal and should be treated highly confidential. This is not to be discussed or divulged to anybody else other than for statutory purposes.

**Name:** Ms. Greeshma Jane S

**Signature:**

**Place:** Bangalore

**Date:**





# Watsonite

June 07, 2020

**Mr. Subhajeet Roy.**

Chinakuri, Baghakuti, Asansol,  
Paschimb, Ardhaman, West Bengal - 713360.

Dear Subhajeet,

**Subject: Appointment Letter**

We are pleased to offer you the position of **Trainee**.

Your date of appointment is effective **10<sup>th</sup> June 2021**.

We are enclosing a copy of the terms and conditions of employment. Please sign and return the same to acknowledge your acceptance. Watsonite Systems Pvt. Ltd. reserves the right to amend the terms and conditions from time to time but will keep you informed of changes if any.

We take this opportunity to welcome you to Watsonite Systems Pvt. Ltd. and trust that this will be the beginning of a mutually rewarding association.

Best Wishes,  
Watsonite Systems Pvt. Ltd.

*Bharath*

Bharath D  
Manager - Human Resource  
Authorized Signatory



## TERMS & CONDITIONS OF EMPLOYMENT

### 1. DATE OF APPOINTMENT

You will be subject to rigorous training for a period of 3 months starting from **10<sup>th</sup> June 2021**. The training will be conducted by Watsonite Team's - Training & Development experts to groom you to company standards. Post completion of your training, if you are deemed fit, a confirmation will be shared with you for the role of a full time Associate Consultant w.e.f. the day communicated.

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Performance is measured by 1 Offer in a month for 1<sup>st</sup> month and 2 offers for each subsequent training months. However, it is under the discretion of the Manager.

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**Name:** Mr. Subhajeet Roy

**Signature:**

**Place:** Bangalore

**Date:**



Personal and confidential

Letter of employment

June 29, 2021

**Boggavarapu Prudhvi Raj**  
Dr.no : 8-609 , 11 Houses complex ,Near Jamuna  
School  
Opposite to YSR Statue, Railway Station Road,  
Piduguralla  
Guntur Dist,Andhra Pradesh  
522413

Dear Boggavarapu,

Many Congratulations!

We are delighted to offer you the full-time position of “**Recruitment Associate**” (**Grade-2**) at PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”).

Location: **Hyderabad**

Date of joining: **July 01, 2021**

Your annualized On-target earnings (OTE) will be **3,60,000/- (Three Lakhs Sixty Thousand Only)** . This amount is subject to deduction of tax at source as per the Income Tax act, 1961, including modifications and re-enactments thereof. As a full-time employee, you are also entitled to the exclusive benefits package. The principal features of your compensation and flexi benefits are outlined in Annexure 1 & 2 respectively. Your employment with us will be governed by the terms and conditions mentioned below and the conditions of hire mentioned in Annexure 3. Please indicate your acceptance of this offer within seven (7) days by returning a copy of this letter duly signed by you.

We take this opportunity to congratulate you on your selection and wish you a long, rewarding, and enriching career with us. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all our dealings.

We look forward to having you onboard!

For PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”)

Warm Regards,

DocuSigned by:  
*Amit Jain*  
F07404F716CF48E...

Amit Jain

Vice President - Human Resource

Annexure

1. Detailed On-target earnings (OTE) breakup:

Salary components		Monthly (INR)	Annual (INR)
I	Basic	15,000	1,80,000
ii	HRA	5,229	62,742
iii	Flexible benefits plan (FBP)	0	0
iv	Employer contribution to PF	1,800	21,600
v	Employer contribution to ESIC	0	0
vi	Insurance <sup>(2)</sup>	500	6,000
vii	Employer contribution to gratuity <sup>(3)</sup>	722	8,658
viii	Monthly bonus <sup>(4)</sup>	2,250	27,000
<b>Base gross salary</b>		<b>25,501</b>	<b>3,06,000</b>
Incentive <sup>(1)</sup>		4,500	54,000
<b>OTE</b>		<b>30,000</b>	<b>3,60,000</b>
1	Incentive amount is based on: 100% Individual Scorecard; payable quarterly along with second month salary on prorated basis. Employee should be on the payroll of the company at the time of incentive payout otherwise incentive would not be payable. All incentives will be governed by the company-wide incentive plan applicable for your role.		
2	Includes Mediclaim for self (spouse and two children covered as added benefit), Personal Accident and Life Coverage for Self. The Coverage is INR 3 lacs for group mediclaim policy, INR 5 Lacs for group accidental policy and INR 20 lacs for group term life insurance policy		
3	Payable as per policy at the time of retirement / separation, after completion of 5 years of employment.		
4	Bonus amount is payable monthly along with the salary. This amount is not linked to performance.		

NOTE:

01. Minimum eligibility for incentive pay-out will vary depending upon the function and role as defined in the company-wide incentive plan applicable to you. The incentive pay-out cycle and calculation criteria may change depending upon the change in role or designation. It will be applicable as per the new role & grade, even if there is no change in overall compensation.

02. Any amendments in the company-wide incentive plan can happen during the year and will supersede the above incentive criteria applicable to you.
03. Base gross salary & OTE are subject to statutory tax deductions
04. As per statutory tax guidelines, professional tax deductions are mandatory in certain states (applicable as per your base location).
05. Your FBP shall include but not be limited to leave travel allowance, child education, professional development, meal card, etc. The amounts specified in these FBPs shall be subject to the mutually decided terms and conditions between you and PeopleStrong
06. For claiming tax benefits in case of the flexi benefits plan you will have to submit supporting (bills) to PeopleStrong in the prescribed format within the timeline stipulated by PeopleStrong. The payments described in the FBP will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law.

## 2. Flexi benefit plan (FBP)

Salary components of compensation structure	Distribution of compensation*
Leave travel allowance	Max two months basic salary
Children education allowance (limit up to 2 children) - subject to bill submission at the end of the financial year.	Max INR 1200 per child per annum
Professional development allowance (subject to bill submission at the end of the financial year)	Max two months basic salary
Meal card (available in denominations of INR 1000, INR 2000 & INR 3000 per month) (applicable for all employees subject to opting)	As opted by the employee. Max limit INR 36000 per annum

We constantly aim to provide you the best flexi benefits, hence the various options in flexi benefits are subject to change from time to time. All the FBP components are updated on Alt Worklife, our internal HR system, where you would need to opt-in for the ones that you wish to utilize.

\*Benefit subject to FBP amount stated in the compensation structure. Please contact your HR for further clarification.

## 3. Conditions of hire:

Your employment with PeopleStrong will be subjected to the following pre-conditions:

- a) You will submit the relevant documents as mandated by PeopleStrong
- b) You obtain requisite certification or complete mandated assessments which are the basis for offering you employment opportunity with PeopleStrong if any

- c) You obtain a clear discharge and/or relieving letter from your most recent employer (before joining PeopleStrong)
- d) You represent that acceptance of employment with PeopleStrong does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound
- e) Your background verification check (including but not limited to address, academics, employment, criminal, etc.) Conducted by PeopleStrong is cleared; and
- f) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s), and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed to PeopleStrong before your joining.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

## Terms and conditions

### 1. Service rules

You will be governed by the rules, regulations, and other PeopleStrong policy (together with the “**PeopleStrong policy**”) as applicable, enforced, amended, or altered from time to time during your employment.

Any and all changes in PeopleStrong policy that act in contravention to the terms and conditions herein shall have a superseding effect over the clauses mentioned in this appointment letter.

You will be reporting to the “**Manager - RPO**” in PeopleStrong at the time of joining. However, your services are transferable and can be seconded or deputed by PeopleStrong to any of PeopleStrong locations or locations of PeopleStrong’s associate companies/clients in India or abroad. PeopleStrong further reserves the right to transfer your employment to any other PeopleStrong or legal entity, as part of any transfer of undertaking of PeopleStrong or as part of any restructuring or amalgamation or such other plan implemented by PeopleStrong or by which PeopleStrong is bound, on such terms and conditions as applicable to such plan.

### 2. Probation

You shall be on a probation period of **6 (six) months**. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be confirmed automatically on completion of the probation period. This period may also be extended should the circumstances so require. You will be informed in writing in the event of your probation period being extended. It is mandatory for you to complete the induction program and other training like Ethics, Prevention of Sexual harassment, IT security, etc during your probation period.

### 3. Performance Incentive

The performance incentive is payable based on the company-wide incentive plan applicable to you. Employees who are on the rolls of PeopleStrong on the date of incentive payment are eligible to receive the incentive for that performance review period. Employees who leave the services of PeopleStrong before incentive pay-out, even if worked till the last working day of that performance review period, would not be eligible to receive the incentive for that period.

PeopleStrong follows the performance cycle from 1<sup>st</sup> April to 31<sup>st</sup> March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

An employee who joins PeopleStrong on or before 31<sup>st</sup> October will be eligible for increment in May (the following year) and anyone who is joining on or after 1<sup>st</sup> November will be eligible for incentive on subsequent year increment cycle. PeopleStrong follows the compensation increment cycle from 1<sup>st</sup> May to 30<sup>th</sup> April.

The amount mentioned against the performance incentive head is the on-target incentive amount. The actual amount payable may vary, based on your performance, the performance of your function (i.e., Group, segment, or business, as the case may be), and PeopleStrong. These criteria will be announced each year. This amount includes the incentive payable under the provisions of the payment of bonus act, wherever applicable as amended from time to time

### 4. Remuneration

PeopleStrong will contribute 12% of your basic pay towards your provident fund as per the provisions on the employee's provident fund and miscellaneous provisions act, 1952. Amount due will be duly paid monthly in arrears, direct into your bank account on the last working day of the month.

PeopleStrong assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility. However, PeopleStrong may from time to time, withhold any tax as may be required by applicable law.

PeopleStrong reserves the right to deduct from your remuneration from time to time during the continuance of your employment, any sums due from you to PeopleStrong or any of PeopleStrong's associate companies in India or abroad, including any overpayment, loan, or advance made to you by PeopleStrong or any of PeopleStrong's associate companies in India or abroad.

Performance cycle: PeopleStrong follows a performance cycle from 1st April to 31st March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

### 5. Working hours & leaves

Presently, the normal working hours are between 9:00 am to 6:00 pm, Monday to Saturday with a 30-minute lunch break. All Sundays of the month shall be observed as a holiday (it may vary across projects). However,

you are expected to work such additional hours, or days, without additional remuneration as the needs and requirements of PeopleStrong or any of PeopleStrong's associate companies in India or abroad may require. You will comply with any requests made or measures imposed to enable PeopleStrong and/or the director to monitor and record your working time.

All employees are entitled to 18 days of privileged leave in a calendar year, which are deemed to be earned at the rate of 1.5 leaves for each month. A maximum of 12 privileged leaves in a calendar year are allowed to be accumulated and carried forward to the next calendar year. The remaining unused privileged leaves will get lapsed at the end of the calendar year. This accumulation is allowed up to a maximum limit of 30 days of leaves and these can be encashed by the employee only at the time of separation from PeopleStrong along with the full and final settlement. You are also entitled to 12 days of casual/sick leave in a calendar year for sickness and personal circumstances. These are non-encashable leaves and would lapse if not availed within the calendar year and would not be carried forward into the next year. During the probation period, you will be entitled to casual leaves only.

You will also be eligible for one day of paid leave in celebration of your birthday and marriage anniversary.

Leave calculation will not include Saturday, Sunday, and PeopleStrong holidays. You will be entitled to 10 PeopleStrong holidays, the calendar of which would be shared with you at the time of joining. There is a provision of compensatory off if you have worked on the holiday. The same will be taken only after prior approval from the function head. Also, this will neither be accumulated nor carried forward nor be credited to your leave balance.

The hours of work, off days, and leave policy may be changed by PeopleStrong at any time and you shall be bound by any such policy then in force. If you are working for a particular client, the respective client's holiday calendar & work timings will be applicable to you. The same will be notified to you by your respective I1 manager.

## 6. Training

During the course of your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. PeopleStrong will bear the costs and expenses in relation to such programs. However, if you take up any employment during the training period abroad, you will be required to reimburse all costs and expenses incurred by PeopleStrong in relation to such programs. Training programs that would be identified for you, followed by corresponding tests and assessments, would be vital to your role in PeopleStrong. It is mandatory to complete your induction and training like Ethics, Prevention of sexual harassment, IT security, etc during your probation period.

## 7. Separation

During the probation period or any extension thereof, either party may terminate this employment contract by giving 30 days notice in writing without assigning any reasons.

Post probation completion either party may terminate this employment contract by giving 30 Days notice in writing without assigning any reasons. Period separation is initiated by PeopleStrong, then PeopleStrong may, at its discretion, by giving base gross salary in place of notice period days. No other compensation shall be payable by PeopleStrong.

In the event, separation is initiated by the employee, then you are bound to serve the entire notice period before leaving the services of PeopleStrong. You will ensure that all your ongoing activities are completed and handed over as per PeopleStrong guidelines on the separation process. In case you decide to leave PeopleStrong without serving a complete notice period, then you will be liable to pay all the business operation losses & training costs incurred by PeopleStrong in addition to notice base gross salary for the notice period. In the event, separation is initiated by you, PeopleStrong may, at its discretion, relieve you from such date as it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

The final decision on the last working day lies with PeopleStrong and you are bound to complete your notice period before leaving the services of PeopleStrong.

You shall be governed by PeopleStrong policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable PeopleStrong policies & processes.

You shall automatically retire from employment with PeopleStrong on the last day of the month in which you complete Fifty-Eight (58) years of age. It is hereby clarified that PeopleStrong reserves the right to change the retirement age.

## 8. Termination

PeopleStrong may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities which breach either (i) is incapable of remedy, or (ii) if capable of remedy, has not been remedied by you for at least **five (05) days** after receipt of notice from PeopleStrong.

The management shall be at liberty to terminate your contract without any notice in the event of insubordination, indiscipline, dishonesty, or negligence of duty, you're being unable to attend to perform your engagement effectively on account of prolonged ill-health, unauthorized absence from engagement.

In the event of your continuous absence for 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by PeopleStrong. Upon termination for whatever cause or reason, you shall return all PeopleStrong property including books, papers, and documents whether in hard copy or soft form, entrusted to you during your employment with PeopleStrong. Upon the termination of your employment, you will be entitled to be paid base salary on prorated basis in respect of any holiday accrued and not taken and will repay to PeopleStrong an amount in respect of excess holiday taken over that which was accrued. PeopleStrong may, in its sole discretion, deduct the value of the property not returned by you in the full and final settlement.

During your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. It shall be imperative that you pass all the tests and assessments related to training programs that you would be asked to participate. In the event that you fail the tests and assessments pertaining to such training programs, your employment would be terminated with immediate effect.

**9. Non-solicitation, non-compete, non-defamation etc.**

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, have any material interest in any other occupation except with the prior written consent of PeopleStrong.

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, pursue any full-time or part-time educational course. In case you are already pursuing or wish to pursue any educational course in the future, written approval from PeopleStrong before joining the employment is mandatory.

You will not at any time during the continuance of your employment, or for twelve (12) months after termination of your employment, without the prior written consent of PeopleStrong:

(a) employ or engage or attempt to employ or engage, induce, solicit or entice away or attempt to induce, solicit or entice away any agent, consultant, employee, officer or worker of PeopleStrong or any of PeopleStrong's associate companies, directly or indirectly make preparations to compete with any business carried on by PeopleStrong or PeopleStrong's associate companies;

(b) induce or attempt to induce any client or customer or supplier of PeopleStrong or any of PeopleStrong's associate companies to cease conducting any business or to reduce the amount of business or adversely to vary the terms upon which any business is conducted with PeopleStrong or any of PeopleStrong's associate companies or to exclude PeopleStrong or any of PeopleStrong's associate companies from new business opportunities in relation to goods or services of a kind normally dealt in by PeopleStrong or any of PeopleStrong's associate companies.

(c) other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment or anytime after the termination of your employment, without the prior written consent of PeopleStrong, do or carry out any act or deed on behalf of PeopleStrong, which you are not expressly authorized to do or carry out in terms of the powers delegated to you by PeopleStrong, from time to time, or as may be required to be carried out by you in accordance with the relevant provisions of the companies act, 1956.

(d) without the prior written consent of PeopleStrong, directly or indirectly, during the term of your employment and for a period of twelve (12) months from the date of termination of your employment, for any reason, directly or indirectly, on your own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity which is competitive/in direct competition with the then-existing business of PeopleStrong.



(e) you shall not, during the term and twelve (12) months thereafter, market, sell or promote services/software that is substantially similar to the services/software of PeopleStrong. You shall not engage with any competitor of PeopleStrong or any other person for the similar services as being provided to PeopleStrong and its customers, during the tenure of the contract and three years thereafter. However, the restrictions contained in this clause shall not apply to the e-learning platform

(f) you hereby warrant that during the term and for a period of twelve (12) months thereafter, (i) you shall not, directly, or indirectly, solicit for employment or employ any employee, officer, or independent contractor of PeopleStrong who performed any work in connection with the agreement, without prior written approval from PeopleStrong, (ii) you shall not engage with any other person for selling the same or similar product/services as being offered by PeopleStrong. The agreement shall commence and become effective from the effective date and shall continue to be in force for a period of twelve (12) months unless terminated earlier as provided in this agreement (“term”). Upon the termination of this agreement, the parties shall immediately destroy or return to the other party all the confidential information of the other party or copies thereof in its possession and in case of destruction, provide proof to the other party.

You will not at any time after your termination present yourself to be held out or presented as being in any way connected with or interested in the business of PeopleStrong or any of its associate companies; or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning PeopleStrong or any of its associate companies or any of its or their agents, consultants, directors, employees, officers, shareholders or workers.

While the restrictions set out above are considered to be reasonable in all the circumstances it is agreed that if any one or more of such restrictions either taken by itself or themselves together, are adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of PeopleStrong or any of its associate companies but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of its or their wording were deleted, restricted or limited in a particular manner then the restrictions set out above will apply with such deletions, restrictions or limitations as the case may be.

During the term of your employment with PeopleStrong and at all times thereafter, you will not make any false, defamatory, or disparaging statements about PeopleStrong or the employees, offices, or directors of PeopleStrong that are reasonably like to cause damage to such entity or person.

## 10. Employment particulars & background verification

Your final appointment is contingent upon the successful completion of a background check. PeopleStrong may terminate your services without any compensation or notice thereof, should the results of your background investigation not be successful.

PeopleStrong may conduct your background verification either through PeopleStrong or by a third party at any time after joining PeopleStrong.

Your appointment will be subject to the verification of your credentials, testimonials, and other particulars mentioned by you during the recruitment and joining process. If the particulars given by you are in any way

found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated with immediate effect.

## 11. Service obligations

In the discharge of your duties and in the exercise of such powers as may be conferred on you from time to time, you shall at all times comply with all reasonable, lawful, and proper codes, policies, procedures, and rules made by PeopleStrong and any association or professional body to which PeopleStrong from time to time belongs, together with general laws, regulations, and requirements applicable to PeopleStrong from time to time. While in the employment of PeopleStrong, you shall (a) use your best endeavor to promote the business interests and welfare of PeopleStrong; (b) devote your full time, attention, and abilities during hours of work to the affairs of PeopleStrong; and (c) neither directly nor indirectly engage or be interested in engagement, the practice of any business, profession or vocation, including any activity, which competes directly or indirectly with activities of PeopleStrong or conflicts with your position in PeopleStrong (including without limitation any connected person).

## 12. Warranty and indemnification

You confirm, represent, and warrant that you are not bound by or subject to any agreement, arrangement, court order, obligation, or undertaking which in any way restricts or prohibits you from entering into, or performing your duties under, this appointment letter. You will indemnify and hold PeopleStrong harmless against all suits, claims, costs, damages, and expenses that PeopleStrong may incur in connection with any claim that you were so bound or subject to.

You will not knowingly use any trade secret, confidential information, or other intellectual property rights of any other party in the performance of your duties hereunder.

You confirm that as of the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with PeopleStrong is on a full-time basis, you shall not take up any assignment, including those in the nature of any business, profession, or vocation, without the prior written consent of PeopleStrong, which may be granted/refused at PeopleStrong's sole discretion.

## 13. Force majeure

PeopleStrong shall not be liable for any failure or delay in performance of this agreement for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement.

## 14. Expenses

In addition to your remuneration, you will be reimbursed all reasonable expenses properly, wholly, exclusively, and necessarily incurred by you in the discharge of your duties under this appointment letter upon production of receipts or other evidence for them and subject to your complying with all the requirements of PeopleStrong's expenses policy from time to time in force.

## 15. Confidentiality

During the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to PeopleStrong or its subsidiaries or affiliates, its customers, subcontractors or any other individuals or companies having any kind of association or relationship with PeopleStrong, and/or its affiliates or subsidiaries (together “confidential information”). You shall keep and maintain strict confidentiality of such confidential information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without the prior written consent of an authorized officer of PeopleStrong. You shall at all times, whether during or after the termination of your employment, act with the utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise. You shall not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning, or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with PeopleStrong, you will return and surrender to PeopleStrong, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and videotapes, floppies and discs, and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as PeopleStrong or its affiliates or customers may require in this regard, from time to time. You shall not disclose to any public papers, journals, pamphlets, or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to PeopleStrong or its subsidiaries or affiliates, except with prior approval. The obligations contained above shall cease to apply to any confidential information upon it (a) coming into the public domain, other than as a result of or in connection with the direct or indirect disclosure by you in breach of any condition; and (b) being required to be disclosed pursuant to any regulatory requirement(s). you shall not at any time during the continuance of your employment with PeopleStrong make any notes or memoranda relating to any matter within the scope of the business of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad or concerning any of the dealings or affairs of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad, otherwise than for the benefit of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad for whom you are directed to provide your services.

You agree and confirm that you will, at all times:

- a) Maintain in confidence all such confidential information and will not use such information other than as necessary to carry out the purpose for which it was shared with you;
- b) Not disclose, divulge, display, publish or disseminate any such confidential information to any person without the prior written consent of PeopleStrong;
- c) Prevent the unauthorized use, dissemination, or publication of such confidential information;
- d) Not copy or reproduce any such confidential information except as is reasonably necessary for the purpose for which it was shared with you;

- e) Not use the confidential information in a way so as to produce a commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to PeopleStrong; and
- f) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such confidential information.

## 16. Intellectual property rights

You hereby irrevocably assign to PeopleStrong, including by way of future assignment, with full title guarantee, absolutely and free from all encumbrances, all your right, title, and interest in any and all intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets in, or relating to, any work or material created, conceived, developed, contributed to or improved upon in whole or in part by you during the course of your employment together with all accrued rights of action in respect of any infringement of any such intellectual property rights.

Notwithstanding anything to the contrary, no license with respect to intellectual property rights shall be deemed or implied to be granted by PeopleStrong to you in respect of PeopleStrong intellectual property.

You shall not reverse-engineer, decompile, or disassemble, modify or copy (except for making a single backup copy) any methodologies, software or whitepaper article, themes, headlines, or confidential information disclosed under this agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, or other notices of ownership from any originals or copies of confidential information you receives from PeopleStrong.

You agree and understand that for any and all copyrightable works that are prepared by you, within his scope of service, PeopleStrong will be considered the first owner of such copyrightable works. To the extent that PeopleStrong is not considered the first owner of the intellectual property rights created by you, the copyright and all related rights, title, and interest in all such PeopleStrong intellectual property is irrevocably assigned by you to PeopleStrong in consideration of the employment which constitutes valid and adequate consideration. You hereby waive any right to and agree that you shall not raise any objection or claims under applicable law in respect of ownership of such PeopleStrong intellectual property.

You shall, without charge to, but at the cost and expense of PeopleStrong, execute and do all such acts, matters, documents, and things as may be necessary or reasonably required to obtain patent, design, or other protection for any of the material or improvements or developments of or to the material and to vest title to the intellectual property rights in, or relating to, the material in PeopleStrong (or any such PeopleStrong as directed) absolutely.

During the performance of your duties and responsibilities, you shall not use or infringe any intellectual property or rights of any other person. To the extent permitted by law, you hereby irrevocably and unconditionally waive any and all moral rights conferred by copyright act 1957 or any rights of a similar nature under the laws at present or in the future in force, in any other jurisdiction in and to any and all material developed, such waiver being given in favor of PeopleStrong, its successors in title and assigns.

The provisions of this clause will not be affected by the termination of your employment and will continue even after termination.

### 17. PeopleStrong property

For efficient discharge of your services, PeopleStrong may provide you with a mobile phone, laptop, etc. subject to PeopleStrong policy. This will be PeopleStrong property which shall be entrusted to you for official purpose only. You will be required to return all PeopleStrong property and documents at any time upon request or in the event of termination of employment. If any letter of authority or power of attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with PeopleStrong.

### 18. Jurisdiction and governing laws

The parties to this agreement shall make best efforts to settle mutual conciliation any claim, dispute, or controversy ("dispute") arising out of, or in relation to, this agreement including any dispute with respects to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences, and/or claims arising out of these presents or as construction, meaning or effect thereof or as to the rights and liabilities of the parties hereunder and which cannot be settled by mutual conciliation shall be referred to arbitration to be held in Delhi in the English language in accordance with the arbitration and conciliation act 1996, or any statutory amendments thereof and shall be referred to a sole arbitrator to be appointed by PeopleStrong. Any disputes arising out of this agreement shall be subject to the exclusive jurisdiction of courts at Delhi.

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this letter and/ or any of PeopleStrong policies may result in significant and continuing injury and irreparable harm to PeopleStrong, the monetary value of which would be impossible to establish. Therefore, you agree that PeopleStrong shall be entitled to injunctive relief in the exclusive jurisdiction of courts at Delhi with respect to such provisions.

The terms of this offer are strictly confidential between you and PeopleStrong and any breach of this confidence will be viewed with utmost seriousness.

## Acceptance

I, “Boggavarapu Prudhvi Raj S/O Boggavarapu Hanumantha Rao ”, have read and understood the contents of this employment offer letter and all its exhibits and accept all terms and conditions of this letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and PeopleStrong technologies private limited.

I confirm that I am not breaching any terms or provisions of any prior agreements or arrangement by accepting this offer.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Note: Please sign on all the pages of the document.**

## **Pre-joining process**

To smoothen your onboarding process, you will receive a pre-onboarding link from [yourhr@peoplestrong.com](mailto:yourhr@peoplestrong.com) two days prior to your date of joining. Please fill the form on the link and upload all the documents mentioned below on the same link.

## **Documents required on the date of joining**

Your appointment is subject to you submitting the following documents to the HR department on your arrival at PeopleStrong:

- Copy of Pan card
- Copy of Aadhar card
- Copy of Voter id/ Driving license
- Passport size photographs (4 copies) – for personnel records and opening of salary a/c
- Educational certificate/mark sheet copies (mark sheet of all degrees & courses) – for personnel records
- Canceled bank cheque of HDFC
- Original relieving letter from current employer – for personnel records
- Your detailed curriculum vitae (in case not submitted earlier) – for personnel records
- Copy of form 16/ tax deduction certificate from the past employer (not applicable for freshers/trainees)
- Current address proof (ration card/electricity bill/telephone bill/water bill)
- Last three month's salary slip/certificate of the previous organization
- Birth/month/year details of your mother & father

Your contact point in HR would be Simran, you can write at [simran.anand@taggd.in](mailto:simran.anand@taggd.in) or [hr@peoplestrong.com](mailto:hr@peoplestrong.com) .

Many Congratulations!



Personal and confidential

Letter of employment

Kalavakuri Reeta Rose Sapphire 1-203-P-154 Poola  
Subbaiah Colony Markpur,Markpur,Prakasam  
Andhra Pradesh  
523316

Dear Kalavakuri,

June 29, 2021

We are delighted to have you onboard as “**Recruitment Associate**” (**Grade-2**) at PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”).

Location: **Bangalore**

Date of joining: **July 01, 2021**

Your annualized On-target earnings (OTE) will be **3,60,000/- (Three Lakhs Sixty Thousand Only)** . This amount is subject to deduction of tax at source as per the Income Tax act, 1961, including modifications and re-enactments thereof. As a full-time employee, you are also entitled to the exclusive benefits package. The principal features of your compensation and flexi benefits are outlined in Annexure 1 & 2 respectively. Your employment with us will be governed by the terms and conditions mentioned below.

We take this opportunity to congratulate you and wish you a long, rewarding, and enriching career with us. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all our dealings.

We welcome you to our PeopleStrong family!

For PeopleStrong Technologies Private Limited (formerly known as “**PeopleStrong HR Services Pvt. Ltd.**”)

**Warm Regards,**

A small rectangular box containing a stylized signature of Amit Jain in blue ink.

**Amit Jain**

**Vice President - Human Resource**



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Registered Office A-10, Infocity, Sector-34, Gurgaon, Haryana  
U74910HR20006PTC074078

T: 0124-4782400, [finance@peoplestrong.com](mailto:finance@peoplestrong.com)



### 1. Detailed On-target earnings (OTE) breakup:

Salary components		Monthly (INR)	Annual (INR)
I	Basic	15,000	1,80,000
ii	HRA	5,229	62,742
iii	Flexible benefits plan (FBP)	0	0
iv	Employer contribution to PF	1,800	21,600
V	Employer contribution to ESIC	0	0
Vi	Insurance <sup>(2)</sup>	500	6,000
Vii	Employer contribution to gratuity <sup>(3)</sup>	722	8,658
Viii	Monthly bonus <sup>(4)</sup>	2,250	27,000
<b>Base gross salary</b>		<b>25,501</b>	<b>3,06,000</b>
Incentive <sup>(1)</sup>		4,500	54,000
<b>OTE</b>		<b>30,000</b>	<b>3,60,000</b>
1	Incentive amount is based on: 100% Individual Scorecard; payable quarterly along with second month salary on prorated basis. Employee should be on the payroll of the company at the time of incentive payout otherwise incentive would not be payable. All incentives will be governed by the company-wide incentive plan applicable for your role.		
2	Includes Medclaim for self (spouse and two children covered as added benefit), Personal Accident and Life Coverage for Self. The Coverage is INR 3 lacs for group medclaim policy, INR 5 Lacs for group accidental policy and INR 20 lacs for group term life insurance policy		
3	Payable as per policy at the time of retirement / separation, after completion of 5 years of employment.		
4	Bonus amount is payable monthly along with the salary. This amount is not linked to performance.		

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**NOTE:**

01. Minimum eligibility for incentive pay-out will vary depending upon the function and role as defined in the company-wide incentive plan applicable to you. The incentive pay-out cycle and calculation criteria may change depending upon the change in role or designation. It will be applicable as per the new role & grade, even if there is no change in overall compensation.
02. Any amendments in the company-wide incentive plan can happen during the year and will supersede the above incentive criteria applicable to you.
03. Base gross salary & OTE are subject to statutory tax deductions
04. As per statutory tax guidelines, professional tax deductions are mandatory in certain states (applicable as per your base location).

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05. Your FBP shall include but not be limited to leave travel allowance, child education, professional development, meal card, etc. The amounts specified in these FBPs shall be subject to the mutually decided terms and conditions between you and PeopleStrong
06. For claiming tax benefits in case of the flexi benefits plan you will have to submit supporting (bills) to PeopleStrong in the prescribed format within the timeline stipulated by PeopleStrong. The payments described in the FBP will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law.

**2. Flexi benefit plan (FBP)**

Leave travel allowance	Max two months basic salary
Children education allowance (limit up to 2 children) - subject to bill submission at the end of the financial year.	Max INR 1200 per child per annum
Professional development allowance (subject to bill submission at the end of the financial year)	Max two months basic salary
Meal card (available in denominations of INR 1000, INR 2000 & INR 3000 per month) (applicable for all employees subject to opting)	As opted by the employee. Max limit INR 36000 per annum

We constantly aim to provide you the best flexi benefits, hence the various options in flexi benefits are subject to change from time to time. All the FBP components are updated on Alt Worklife, our internal HR system, where you would need to opt-in for the ones that you wish to utilize.



\*Benefit subject to FBP amount stated in the compensation structure. Please contact your HR for further clarification.

### 3. Conditions of hire:

Your employment with PeopleStrong will be subjected to the following pre-conditions:

- a) You will submit the relevant documents as mandated by PeopleStrong
- b) You obtain requisite certification or complete mandated assessments which are the basis for offering you employment opportunity with PeopleStrong if any
- c) You obtain a clear discharge and/or relieving letter from your most recent employer (before joining PeopleStrong)
- d) You represent that acceptance of employment with PeopleStrong does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound

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- e) Your background verification check (including but not limited to address, academics, employment, criminal, etc.) Conducted by PeopleStrong is cleared; and
- f) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s), and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed to PeopleStrong before your joining.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

## Terms and conditions

### 1. Service rules

You will be governed by the rules, regulations, and other PeopleStrong policy (together with the "**PeopleStrong policy**") as applicable, enforced, amended, or altered from time to time during your employment.

Any and all changes in PeopleStrong policy that act in contravention to the terms and conditions herein shall have a superseding effect over the clauses mentioned in this appointment letter.

You will be reporting to the "**Manager - RPO**" in PeopleStrong at the time of joining. However, your services are transferable and can be seconded or deputed by PeopleStrong to any of PeopleStrong locations or locations of PeopleStrong's associate companies/clients in India or abroad. PeopleStrong further reserves the right to transfer your employment to any other PeopleStrong or legal entity, as part of any transfer of undertaking of PeopleStrong or as part of any restructuring or amalgamation or such other plan implemented by PeopleStrong or by which PeopleStrong is bound, on such terms and conditions as applicable to such plan.

### 2. Probation



You shall be on a probation period of **6 (six) months**. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be confirmed automatically on completion of the probation period. This period may also be extended should the circumstances so require. You will be informed in writing in the event of your probation period being extended. It is mandatory for you to complete the induction program and other training like Ethics, Prevention of Sexual harassment, IT security, etc during your probation period.

### 3. Performance Incentive

The performance incentive is payable based on the company-wide incentive plan applicable to you. Employees who are on the rolls of PeopleStrong on the date of incentive payment are eligible to receive the incentive for that performance review period. Employees who leave the services of PeopleStrong before incentive pay-out, even if worked till the last working day of that performance review period, would not be eligible to receive the incentive for that period.

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PeopleStrong follows the performance cycle from 1<sup>st</sup> April to 31<sup>st</sup> March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

An employee who joins PeopleStrong on or before 31<sup>st</sup> October will be eligible for increment in May (the following year) and anyone who is joining on or after 1<sup>st</sup> November will be eligible for incentive on subsequent year increment cycle. PeopleStrong follows the compensation increment cycle from 1<sup>st</sup> May to 30<sup>th</sup> April.

The amount mentioned against the performance incentive head is the on-target incentive amount. The actual amount payable may vary, based on your performance, the performance of your function (i.e., Group, segment, or business, as the case may be), and PeopleStrong. These criteria will be announced each year. This amount includes the incentive payable under the provisions of the payment of bonus act, wherever applicable as amended from time to time

### 4. Remuneration

PeopleStrong will contribute 12% of your basic pay towards your provident fund as per the provisions on the employee's provident fund and miscellaneous provisions act, 1952. Amount due will be duly paid monthly in arrears, direct into your bank account on the last working day of the month.

PeopleStrong assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility. However, PeopleStrong may from time to time, withhold any tax as may be required by applicable law.

PeopleStrong reserves the right to deduct from your remuneration from time to time during the continuance of your employment, any sums due from you to PeopleStrong or any of PeopleStrong's associate companies in India or abroad, including any overpayment, loan, or advance made to you by PeopleStrong or any of



PeopleStrong's associate companies in India or abroad.

Performance cycle: PeopleStrong follows a performance cycle from 1st April to 31st March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

## 5. Working hours & leaves

Presently, the normal working hours are between 9:00 am to 6:00 pm, Monday to Saturday with a 30-minute lunch break. All Sundays of the month shall be observed as a holiday (it may vary across projects). However, you are expected to work such additional hours, or days, without additional remuneration as the needs and requirements of PeopleStrong or any of PeopleStrong's associate companies in India or abroad may require. You will comply with any requests made or measures imposed to enable PeopleStrong and/or the director to monitor and record your working time.

All employees are entitled to 18 days of privileged leave in a calendar year, which are deemed to be earned at the rate of 1.5 leaves for each month. A maximum of 12 privileged leaves in a calendar year are allowed to be accumulated and carried forward to the next calendar year. The remaining unused privileged leaves will get lapsed at the end of the calendar year. This accumulation is allowed up to a maximum limit of 30 days of

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leaves and these can be encashed by the employee only at the time of separation from PeopleStrong along with the full and final settlement. You are also entitled to 12 days of casual/sick leave in a calendar year for sickness and personal circumstances. These are non-encashable leaves and would lapse if not availed within the calendar year and would not be carried forward into the next year. During the probation period, you will be entitled to casual leaves only.

You will also be eligible for one day of paid leave in celebration of your birthday and marriage anniversary.

Leave calculation will not include Saturday, Sunday, and PeopleStrong holidays. You will be entitled to 10 PeopleStrong holidays, the calendar of which would be shared with you at the time of joining. There is a provision of compensatory off if you have worked on the holiday. The same will be taken only after prior approval from the function head. Also, this will neither be accumulated nor carried forward nor be credited to your leave balance.

The hours of work, off days, and leave policy may be changed by PeopleStrong at any time and you shall be bound by any such policy then in force. If you are working for a particular client, the respective client's holiday calendar & work timings will be applicable to you. The same will be notified to you by your respective I1 manager.

## 6. Training

During the course of your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. PeopleStrong will bear the costs and expenses in relation to such programs. However, if you take up any employment during the training period abroad, you will be required to reimburse all costs and expenses.



incurred by PeopleStrong in relation to such programs. Training programs that would be identified for you, followed by corresponding tests and assessments, would be vital to your role in PeopleStrong. It is mandatory to complete your induction and training like Ethics, Prevention of sexual harassment, IT security, etc during your probation period.

## 7. Separation

During the probation period or any extension thereof, either party may terminate this employment contract by giving 30 days notice in writing without assigning any reasons.

Post probation completion either party may terminate this employment contract by giving 30 Days notice in writing without assigning any reasons. Period separation is initiated by PeopleStrong, then PeopleStrong may, at its discretion, by giving base gross salary in place of notice period days. No other compensation shall be payable by PeopleStrong.

In the event, separation is initiated by the employee, then you are bound to serve the entire notice period before leaving the services of PeopleStrong. You will ensure that all your ongoing activities are completed and handed over as per PeopleStrong guidelines on the separation process. In case you decide to leave PeopleStrong without serving a complete notice period, then you will be liable to pay all the business operation losses & training costs incurred by PeopleStrong in addition to notice base gross salary for the notice period. In the event, separation is initiated by you, PeopleStrong may, at its discretion, relieve you from such date as

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it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

The final decision on the last working day lies with PeopleStrong and you are bound to complete your notice period before leaving the services of PeopleStrong.

You shall be governed by PeopleStrong policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable PeopleStrong policies & processes.

You shall automatically retire from employment with PeopleStrong on the last day of the month in which you complete Fifty-Eight (58) years of age. It is hereby clarified that PeopleStrong reserves the right to change the retirement age.

## 8. Termination

PeopleStrong may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities which breach either (i) is incapable of remedy, or (ii) if capably of remedy, has not been remedied by you for at least **five (05) days** after receipt of notice from PeopleStrong.

The management shall be at liberty to terminate your contract without any notice in the event of insubordination, indiscipline, dishonesty, or negligence of duty, you're being unable to attend to perform your engagement effectively on account of prolonged ill-health, unauthorized absence from engagement.



In the event of your continuous absence for 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by PeopleStrong. Upon termination for whatever cause or reason, you shall return all PeopleStrong property including books, papers, and documents whether in hard copy or soft form, entrusted to you during your employment with PeopleStrong. Upon the termination of your employment, you will be entitled to be paid base salary on prorata basis in respect of any holiday accrued and not taken and will repay to PeopleStrong an amount in respect of excess holiday taken over that which was accrued. PeopleStrong may, in its sole discretion, deduct the value of the property not returned by you in the full and final settlement.

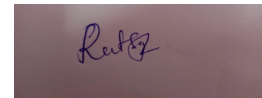
During your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. It shall be imperative that you pass all the tests and assessments related to training programs that you would be asked to participate. In the event that you fail the tests and assessments pertaining to such training programs, your employment would be terminated with immediate effect.

#### **9. Non-solicitation, non-compete, non-defamation etc.**

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, have any material interest in any other occupation except with the prior written consent of PeopleStrong.

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Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, pursue any full-time or part-time educational course. In case you are already pursuing or wish to pursue any educational course in the future, written approval from PeopleStrong before joining the employment is mandatory.

You will not at any time during the continuance of your employment, or for twelve (12) months after termination of your employment, without the prior written consent of PeopleStrong:

- (a) employ or engage or attempt to employ or engage, induce, solicit or entice away or attempt to induce, solicit or entice away any agent, consultant, employee, officer or worker of PeopleStrong or any of PeopleStrong's associate companies, directly or indirectly make preparations to compete with any business carried on by PeopleStrong or PeopleStrong's associate companies;
- (b) induce or attempt to induce any client or customer or supplier of PeopleStrong or any of PeopleStrong's associate companies to cease conducting any business or to reduce the amount of business or adversely to vary the terms upon which any business is conducted with PeopleStrong or any of PeopleStrong's associate companies or to exclude PeopleStrong or any of PeopleStrong's associate companies from new business opportunities in relation to goods or services of a kind normally dealt in by PeopleStrong or any of PeopleStrong's associate companies.

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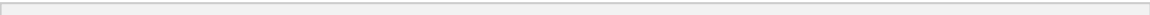


(c) other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment or anytime after the termination of your employment, without the prior written consent of PeopleStrong, do or carry out any act or deed on behalf of PeopleStrong, which you are not expressly authorized to do or carry out in terms of the powers delegated to you by PeopleStrong, from time to time, or as may be required to be carried out by you in accordance with the relevant provisions of the companies act, 1956.

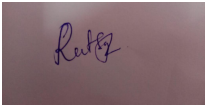
(d) without the prior written consent of PeopleStrong, directly or indirectly, during the term of your employment and for a period of twelve (12) months from the date of termination of your employment, for any reason, directly or indirectly, on your own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity which is competitive/in direct competition with the then-existing business of PeopleStrong.

(e) you shall not, during the term and twelve (12) months thereafter, market, sell or promote services/software that is substantially similar to the services/software of PeopleStrong. You shall not engage with any competitor of PeopleStrong or any other person for the similar services as being provided to PeopleStrong and its customers, during the tenure of the contract and three years thereafter. However, the restrictions contained in this clause shall not apply to the e-learning platform

(f) you hereby warrant that during the term and for a period of twelve (12) months thereafter, (i) you shall not, directly, or indirectly, solicit for employment or employ any employee, officer, or independent contractor of PeopleStrong who performed any work in connection with the agreement, without prior written approval from PeopleStrong, (ii) you shall not engage with any other person for selling the same or similar product/services as being offered by PeopleStrong. The agreement shall commence and become effective from the effective date and shall continue to be in force for a period of twelve (12) months unless terminated earlier as provided in this agreement ("term"). Upon the termination of this agreement, the parties shall immediately destroy or



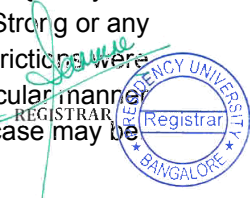
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return to the other party all the confidential information of the other party or copies thereof in its possession and in case of destruction, provide proof to the other party.

You will not at any time after your termination present yourself to be held out or presented as being in any way connected with or interested in the business of PeopleStrong or any of its associate companies; or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning PeopleStrong or any of its associate companies or any of its or their agents, consultants, directors, employees, officers, shareholders or workers.

While the restrictions set out above are considered to be reasonable in all the circumstances it is agreed that if any one or more of such restrictions either taken by itself or themselves together, are adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of PeopleStrong or any of its associate companies but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of its or their wording were deleted, restricted or limited in a particular manner then the restrictions set out above will apply with such deletions, restrictions or limitations as the case may be



During the term of your employment with PeopleStrong and at all times thereafter, you will not make any false, defamatory, or disparaging statements about PeopleStrong or the employees, offices, or directors of PeopleStrong that are reasonably likely to cause damage to such entity or person.

## 10. Employment particulars & background verification

Your final appointment is contingent upon the successful completion of a background check. PeopleStrong may terminate your services without any compensation or notice thereof, should the results of your background investigation not be successful.

PeopleStrong may conduct your background verification either through PeopleStrong or by a third party at any time after joining PeopleStrong.

Your appointment will be subject to the verification of your credentials, testimonials, and other particulars mentioned by you during the recruitment and joining process. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated with immediate effect.

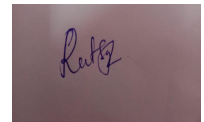
## 11. Service obligations

In the discharge of your duties and in the exercise of such powers as may be conferred on you from time to time, you shall at all times comply with all reasonable, lawful, and proper codes, policies, procedures, and rules made by PeopleStrong and any association or professional body to which PeopleStrong from time to time belongs, together with general laws, regulations, and requirements applicable to PeopleStrong from time to time. While in the employment of PeopleStrong, you shall (a) use your best endeavor to promote the business interests and welfare of PeopleStrong; (b) devote your full time, attention, and abilities during hours of work to the affairs of PeopleStrong; and (c) neither directly nor indirectly engage or be interested in engagement, the practice of any business, profession or vocation, including any activity, which competes directly or indirectly with activities of PeopleStrong or conflicts with your position in PeopleStrong (including without limitation any connected person).

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## 12. Warranty and indemnification

You confirm, represent, and warrant that you are not bound by or subject to any agreement, arrangement, court order, obligation, or undertaking which in any way restricts or prohibits you from entering into, or performing your duties under, this appointment letter. You will indemnify and hold PeopleStrong harmless against all suits, claims, costs, damages, and expenses that PeopleStrong may incur in connection with any claim that you were so bound or subject to.

You will not knowingly use any trade secret, confidential information, or other intellectual property rights of any other party in the performance of your duties hereunder.

  
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You confirm that as of the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with PeopleStrong is on a full-time basis, you shall not take up any assignment, including those in the nature of any business, profession, or vocation, without the prior written consent of PeopleStrong, which may be granted/refused at PeopleStrong's sole discretion.

### 13. Force majeure

PeopleStrong shall not be liable for any failure or delay in performance of this agreement for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement.

### 14. Expenses

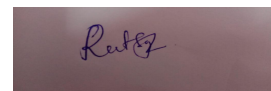
In addition to your remuneration, you will be reimbursed all reasonable expenses properly, wholly, exclusively, and necessarily incurred by you in the discharge of your duties under this appointment letter upon production of receipts or other evidence for them and subject to your complying with all the requirements of PeopleStrong's expenses policy from time to time in force.

### 15. Confidentiality

During the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to PeopleStrong or its subsidiaries or affiliates, its customers, subcontractors or any other individuals or companies having any kind of association or relationship with PeopleStrong, and/or its affiliates or subsidiaries (together "confidential information"). You shall keep and maintain strict confidentiality of such confidential information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without the prior written consent of an authorized officer of PeopleStrong. You shall at all times, whether during or after the termination of your employment, act with the utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise. You shall not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning, or otherwise - any copyrighted material or

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other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with PeopleStrong, you will return and surrender to PeopleStrong, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and videotapes, floppies and discs, and any other knowledge, databases that came to you or were entrusted to you in the course of your employment and shall not retain



any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as PeopleStrong or its affiliates or customers may require in this regard, from time to time. You shall not disclose to any public papers, journals, pamphlets, or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to PeopleStrong or its subsidiaries or affiliates, except with prior approval. The obligations contained above shall cease to apply to any confidential information upon it (a) coming into the public domain, other than as a result of or in connection with the direct or indirect disclosure by you in breach of any condition; and (b) being required to be disclosed pursuant to any regulatory requirement(s). you shall not at any time during the continuance of your employment with PeopleStrong make any notes or memoranda relating to any matter within the scope of the business of PeopleStrong or any of PeopleStrong's associate companies in India or abroad or concerning any of the dealings or affairs of PeopleStrong or any of PeopleStrong's associate companies in India or abroad, otherwise than for the benefit of PeopleStrong or any of PeopleStrong's associate companies in India or abroad for whom you are directed to provide your services.

You agree and confirm that you will, at all times:

- a) Maintain in confidence all such confidential information and will not use such information other than as necessary to carry out the purpose for which it was shared with you;
- b) Not disclose, divulge, display, publish or disseminate any such confidential information to any person without the prior written consent of PeopleStrong;
- c) Prevent the unauthorized use, dissemination, or publication of such confidential information; d) Not copy or reproduce any such confidential information except as is reasonably necessary for the purpose for which it was shared with you;
- e) Not use the confidential information in a way so as to produce a commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to PeopleStrong; and f) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such confidential information.

## 16. Intellectual property rights

You hereby irrevocably assign to PeopleStrong, including by way of future assignment, with full title guarantee, absolutely and free from all encumbrances, all your right, title, and interest in any and all intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets in, or relating to, any work or material created, conceived, developed,

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PeopleStrong Technologies Private Limited  
Registered Office A-10, Infocity, Sector-34, Gurgaon, Haryana  
U74910HR20006PTC074078

T: 0124-4782400, [finance@peoplestrong.com](mailto:finance@peoplestrong.com)



contributed to or improved upon in whole or in part by you during the course of your employment together with all accrued rights of action in respect of any infringement of any such intellectual property rights



Notwithstanding anything to the contrary, no license with respect to intellectual property rights shall be deemed or implied to be granted by PeopleStrong to you in respect of PeopleStrong intellectual property.

You shall not reverse-engineer, decompile, or disassemble, modify or copy (except for making a single backup copy) any methodologies, software or whitepaper article, themes, headlines, or confidential information disclosed under this agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, or other notices of ownership from any originals or copies of confidential information you receives from PeopleStrong.

You agree and understand that for any and all copyrightable works that are prepared by you, within his scope of service, PeopleStrong will be considered the first owner of such copyrightable works. To the extent that PeopleStrong is not considered the first owner of the intellectual property rights created by you, the copyright and all related rights, title, and interest in all such PeopleStrong intellectual property is irrevocably assigned by you to PeopleStrong in consideration of the employment which constitutes valid and adequate consideration. You hereby waive any right to and agree that you shall not raise any objection or claims under applicable law in respect of ownership of such PeopleStrong intellectual property.

You shall, without charge to, but at the cost and expense of PeopleStrong, execute and do all such acts, matters, documents, and things as may be necessary or reasonably required to obtain patent, design, or other protection for any of the material or improvements or developments of or to the material and to vest title to the intellectual property rights in, or relating to, the material in PeopleStrong (or any such PeopleStrong as directed) absolutely.

During the performance of your duties and responsibilities, you shall not use or infringe any intellectual property or rights of any other person. To the extent permitted by law, you hereby irrevocably and unconditionally waive any and all moral rights conferred by copyright act 1957 or any rights of a similar nature under the laws at present or in the future in force, in any other jurisdiction in and to any and all material developed, such waiver being given in favor of PeopleStrong, its successors in title and assigns.

The provisions of this clause will not be affected by the termination of your employment and will continue even after termination.

## 17. PeopleStrong property

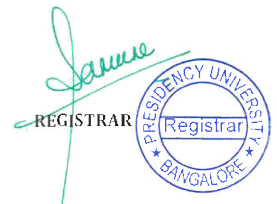
For efficient discharge of your services, PeopleStrong may provide you with a mobile phone, laptop, etc. subject to PeopleStrong policy. This will be PeopleStrong property which shall be entrusted to you for official purpose only. You will be required to return all PeopleStrong property and documents at any time upon request or in the event of termination of employment. If any letter of authority or power of attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with PeopleStrong.

## 18. Jurisdiction and governing laws

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U74910HR20006PTC074078

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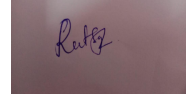
The parties to this agreement shall make best efforts to settle mutual conciliation any claim, dispute, or controversy ("dispute") arising out of, or in relation to, this agreement including any dispute with respects to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences, and/or claims arising out of these presents or as construction, meaning or effect thereof or as to the rights and liabilities of the parties hereunder and which cannot be settled by mutual conciliation shall be referred to arbitration to be held in Delhi in the English language in accordance with the arbitration and conciliation act 1996, or any statutory amendments thereof and shall be referred to a sole arbitrator to be appointed by PeopleStrong. Any disputes arising out of this agreement shall be subject to the exclusive jurisdiction of courts at Delhi.

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this letter and/ or any of PeopleStrong policies may result in significant and continuing injury and irreparable harm to PeopleStrong, the monetary value of which would be impossible to establish. Therefore, you agree that PeopleStrong shall be entitled to injunctive relief in the exclusive jurisdiction of courts at Delhi with respect to such provisions.

The terms of this offer are strictly confidential between you and PeopleStrong and any breach of this confidence will be viewed with utmost seriousness.

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REGISTRAR  

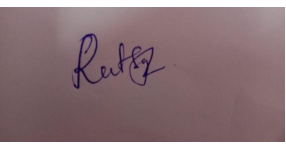



**Acceptance**

I, "Kalavakuri Reeta Rose Sapphire D/O Abraham Raj Kumar", have read and understood the contents of this employment offer letter and all its exhibits and accept all terms and conditions of this letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and PeopleStrong technologies private limited.

I confirm that I am not breaching any terms or provisions of any prior agreements or arrangement by accepting this offer.

Name : \_\_\_\_\_ K. Reeta Rose Sapphire \_\_\_\_\_

Signature : \_\_\_\_\_  \_\_\_\_\_

Date : \_\_\_\_\_ 8-7-21 \_\_\_\_\_

Note: Please sign on all the pages of the document.

  
REGISTRAR  


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U74910HR20006PTC074078  
T: 0124-4782400, [finance@peoplestrong.com](mailto:finance@peoplestrong.com)



Personal and confidential

Letter of employment

June 29, 2021

Mohamed Anees Ahmed  
#28,5th cross,golden retreat layout,Ashwath nagar,  
Thanisandra main road,  
Bangalore, Karnataka - 560077

Dear Mohamed Anees Ahmed,

Many Congratulations!

We are delighted to offer you the full-time position of “**Recruitment Associate**” (**Grade-2**) at PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”).

Location: **Bangalore**

Date of joining: **July 01, 2021**

Your annualized On-target earnings (OTE) will be **3,60,000/- (Three Lakhs Sixty Thousand Only)** . This amount is subject to deduction of tax at source as per the Income Tax act, 1961, including modifications and re-enactments thereof. As a full-time employee, you are also entitled to the exclusive benefits package. The principal features of your compensation and flexi benefits are outlined in Annexure 1 & 2 respectively. Your employment with us will be governed by the terms and conditions mentioned below and the conditions of hire mentioned in Annexure 3. Please indicate your acceptance of this offer within seven (7) days by returning a copy of this letter duly signed by you.

We take this opportunity to congratulate you on your selection and wish you a long, rewarding, and enriching career with us. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all our dealings.

We look forward to having you onboard!

For PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”)

Warm Regards,

DocuSigned by:  
*Amit Jain*  
F07404F716CF48E...

Amit Jain

**Vice President - Human Resource**

**Annexure**

**1. Detailed On-target earnings (OTE) breakup:**

Salary components		Monthly (INR)	Annual (INR)
I	Basic	15,000	1,80,000
ii	HRA	5,229	62,742
iii	Flexible benefits plan (FBP)	0	0
iv	Employer contribution to PF	1,800	21,600
v	Employer contribution to ESIC	0	0
vi	Insurance <sup>(2)</sup>	500	6,000
vii	Employer contribution to gratuity <sup>(3)</sup>	722	8,658
viii	Monthly bonus <sup>(4)</sup>	2,250	27,000
<b>Base gross salary</b>		<b>25,501</b>	<b>3,06,000</b>
Incentive <sup>(1)</sup>		4,500	54,000
<b>OTE</b>		<b>30,000</b>	<b>3,60,000</b>
1	Incentive amount is based on: 100% Individual Scorecard; payable quarterly along with second month salary on prorated basis. Employee should be on the payroll of the company at the time of incentive payout otherwise incentive would not be payable. All incentives will be governed by the company-wide incentive plan applicable for your role.		
2	Includes Mediclaim for self (spouse and two children covered as added benefit), Personal Accident and Life Coverage for Self. The Coverage is INR 3 lacs for group mediclaim policy, INR 5 Lacs for group accidental policy and INR 20 lacs for group term life insurance policy		
3	Payable as per policy at the time of retirement / separation, after completion of 5 years of employment.		
4	Bonus amount is payable monthly along with the salary. This amount is not linked to performance.		

**NOTE:**

01. Minimum eligibility for incentive pay-out will vary depending upon the function and role as defined in the company-wide incentive plan applicable to you. The incentive pay-out cycle and calculation criteria may change depending upon the change in role or designation. It will be applicable as per the new role & grade, even if there is no change in overall compensation.



02. Any amendments in the company-wide incentive plan can happen during the year and will supersede the above incentive criteria applicable to you.
03. Base gross salary & OTE are subject to statutory tax deductions
04. As per statutory tax guidelines, professional tax deductions are mandatory in certain states (applicable as per your base location).
05. Your FBP shall include but not be limited to leave travel allowance, child education, professional development, meal card, etc. The amounts specified in these FBPs shall be subject to the mutually decided terms and conditions between you and PeopleStrong
06. For claiming tax benefits in case of the flexi benefits plan you will have to submit supporting (bills) to PeopleStrong in the prescribed format within the timeline stipulated by PeopleStrong. The payments described in the FBP will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law.

## 2. Flexi benefit plan (FBP)

Salary components of compensation structure	Distribution of compensation*
Leave travel allowance	Max two months basic salary
Children education allowance (limit up to 2 children) - subject to bill submission at the end of the financial year.	Max INR 1200 per child per annum
Professional development allowance (subject to bill submission at the end of the financial year)	Max two months basic salary
Meal card (available in denominations of INR 1000, INR 2000 & INR 3000 per month) (applicable for all employees subject to opting)	As opted by the employee. Max limit INR 36000 per annum

We constantly aim to provide you the best flexi benefits, hence the various options in flexi benefits are subject to change from time to time. All the FBP components are updated on Alt Worklife, our internal HR system, where you would need to opt-in for the ones that you wish to utilize.

\*Benefit subject to FBP amount stated in the compensation structure. Please contact your HR for further clarification.

## 3. Conditions of hire:

Your employment with PeopleStrong will be subjected to the following pre-conditions:

- a) You will submit the relevant documents as mandated by PeopleStrong
- b) You obtain requisite certification or complete mandated assessments which are the basis for offering you employment opportunity with PeopleStrong if any

- c) You obtain a clear discharge and/or relieving letter from your most recent employer (before joining PeopleStrong)
- d) You represent that acceptance of employment with PeopleStrong does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound
- e) Your background verification check (including but not limited to address, academics, employment, criminal, etc.) Conducted by PeopleStrong is cleared; and
- f) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s), and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed to PeopleStrong before your joining.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

### Terms and conditions

#### 1. Service rules

You will be governed by the rules, regulations, and other PeopleStrong policy (together with the “**PeopleStrong policy**”) as applicable, enforced, amended, or altered from time to time during your employment.

Any and all changes in PeopleStrong policy that act in contravention to the terms and conditions herein shall have a superseding effect over the clauses mentioned in this appointment letter.

You will be reporting to the “**Manager - RPO**” in PeopleStrong at the time of joining. However, your services are transferable and can be seconded or deputed by PeopleStrong to any of PeopleStrong locations or locations of PeopleStrong’s associate companies/clients in India or abroad. PeopleStrong further reserves the right to transfer your employment to any other PeopleStrong or legal entity, as part of any transfer of undertaking of PeopleStrong or as part of any restructuring or amalgamation or such other plan implemented by PeopleStrong or by which PeopleStrong is bound, on such terms and conditions as applicable to such plan.

#### 2. Probation

You shall be on a probation period of **6 (six) months**. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be confirmed automatically on completion of the probation period. This period may also be extended should the circumstances so require. You will be informed in writing in the event of your probation period being extended. It is mandatory for you to complete the induction program and other training like Ethics, Prevention of Sexual harassment, IT security, etc during your probation period.

### 3. Performance Incentive

The performance incentive is payable based on the company-wide incentive plan applicable to you. Employees who are on the rolls of PeopleStrong on the date of incentive payment are eligible to receive the incentive for that performance review period. Employees who leave the services of PeopleStrong before incentive pay-out, even if worked till the last working day of that performance review period, would not be eligible to receive the incentive for that period.

PeopleStrong follows the performance cycle from 1<sup>st</sup> April to 31<sup>st</sup> March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

An employee who joins PeopleStrong on or before 31<sup>st</sup> October will be eligible for increment in May (the following year) and anyone who is joining on or after 1<sup>st</sup> November will be eligible for incentive on subsequent year increment cycle. PeopleStrong follows the compensation increment cycle from 1<sup>st</sup> May to 30<sup>th</sup> April.

The amount mentioned against the performance incentive head is the on-target incentive amount. The actual amount payable may vary, based on your performance, the performance of your function (i.e., Group, segment, or business, as the case may be), and PeopleStrong. These criteria will be announced each year. This amount includes the incentive payable under the provisions of the payment of bonus act, wherever applicable as amended from time to time

### 4. Remuneration

PeopleStrong will contribute 12% of your basic pay towards your provident fund as per the provisions on the employee's provident fund and miscellaneous provisions act, 1952. Amount due will be duly paid monthly in arrears, direct into your bank account on the last working day of the month.

PeopleStrong assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility. However, PeopleStrong may from time to time, withhold any tax as may be required by applicable law.

PeopleStrong reserves the right to deduct from your remuneration from time to time during the continuance of your employment, any sums due from you to PeopleStrong or any of PeopleStrong's associate companies in India or abroad, including any overpayment, loan, or advance made to you by PeopleStrong or any of PeopleStrong's associate companies in India or abroad.

Performance cycle: PeopleStrong follows a performance cycle from 1st April to 31st March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

### 5. Working hours & leaves

Presently, the normal working hours are between 9:00 am to 6:00 pm, Monday to Saturday with a 30-minute lunch break. All Sundays of the month shall be observed as a holiday (it may vary across projects). However,

you are expected to work such additional hours, or days, without additional remuneration as the needs and requirements of PeopleStrong or any of PeopleStrong's associate companies in India or abroad may require. You will comply with any requests made or measures imposed to enable PeopleStrong and/or the director to monitor and record your working time.

All employees are entitled to 18 days of privileged leave in a calendar year, which are deemed to be earned at the rate of 1.5 leaves for each month. A maximum of 12 privileged leaves in a calendar year are allowed to be accumulated and carried forward to the next calendar year. The remaining unused privileged leaves will get lapsed at the end of the calendar year. This accumulation is allowed up to a maximum limit of 30 days of leaves and these can be encashed by the employee only at the time of separation from PeopleStrong along with the full and final settlement. You are also entitled to 12 days of casual/sick leave in a calendar year for sickness and personal circumstances. These are non-encashable leaves and would lapse if not availed within the calendar year and would not be carried forward into the next year. During the probation period, you will be entitled to casual leaves only.

You will also be eligible for one day of paid leave in celebration of your birthday and marriage anniversary.

Leave calculation will not include Saturday, Sunday, and PeopleStrong holidays. You will be entitled to 10 PeopleStrong holidays, the calendar of which would be shared with you at the time of joining. There is a provision of compensatory off if you have worked on the holiday. The same will be taken only after prior approval from the function head. Also, this will neither be accumulated nor carried forward nor be credited to your leave balance.

The hours of work, off days, and leave policy may be changed by PeopleStrong at any time and you shall be bound by any such policy then in force. If you are working for a particular client, the respective client's holiday calendar & work timings will be applicable to you. The same will be notified to you by your respective I1 manager.

## 6. Training

During the course of your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. PeopleStrong will bear the costs and expenses in relation to such programs. However, if you take up any employment during the training period abroad, you will be required to reimburse all costs and expenses incurred by PeopleStrong in relation to such programs. Training programs that would be identified for you, followed by corresponding tests and assessments, would be vital to your role in PeopleStrong. It is mandatory to complete your induction and training like Ethics, Prevention of sexual harassment, IT security, etc during your probation period.

## 7. Separation

During the probation period or any extension thereof, either party may terminate this employment contract by giving 30 days notice in writing without assigning any reasons.

Post probation completion either party may terminate this employment contract by giving 30 Days notice in writing without assigning any reasons. Period separation is initiated by PeopleStrong, then PeopleStrong may, at its discretion, by giving base gross salary in place of notice period days. No other compensation shall be payable by PeopleStrong.

In the event, separation is initiated by the employee, then you are bound to serve the entire notice period before leaving the services of PeopleStrong. You will ensure that all your ongoing activities are completed and handed over as per PeopleStrong guidelines on the separation process. In case you decide to leave PeopleStrong without serving a complete notice period, then you will be liable to pay all the business operation losses & training costs incurred by PeopleStrong in addition to notice base gross salary for the notice period. In the event, separation is initiated by you, PeopleStrong may, at its discretion, relieve you from such date as it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

The final decision on the last working day lies with PeopleStrong and you are bound to complete your notice period before leaving the services of PeopleStrong.

You shall be governed by PeopleStrong policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable PeopleStrong policies & processes.

You shall automatically retire from employment with PeopleStrong on the last day of the month in which you complete Fifty-Eight (58) years of age. It is hereby clarified that PeopleStrong reserves the right to change the retirement age.

## 8. Termination

PeopleStrong may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities which breach either (i) is incapable of remedy, or (ii) if capable of remedy, has not been remedied by you for at least **five (05) days** after receipt of notice from PeopleStrong.

The management shall be at liberty to terminate your contract without any notice in the event of insubordination, indiscipline, dishonesty, or negligence of duty, you're being unable to attend to perform your engagement effectively on account of prolonged ill-health, unauthorized absence from engagement.

In the event of your continuous absence for 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by PeopleStrong. Upon termination for whatever cause or reason, you shall return all PeopleStrong property including books, papers, and documents whether in hard copy or soft form, entrusted to you during your employment with PeopleStrong. Upon the termination of your employment, you will be entitled to be paid base salary on prorata basis in respect of any holiday accrued and not taken and will repay to PeopleStrong an amount in respect of excess holiday taken over that which was accrued. PeopleStrong may, in its sole discretion, deduct the value of the property not returned by you in the full and final settlement.

During your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. It shall be imperative that you pass all the tests and assessments related to training programs that you would be asked to participate. In the event that you fail the tests and assessments pertaining to such training programs, your employment would be terminated with immediate effect.

**9. Non-solicitation, non-compete, non-defamation etc.**

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, have any material interest in any other occupation except with the prior written consent of PeopleStrong.

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, pursue any full-time or part-time educational course. In case you are already pursuing or wish to pursue any educational course in the future, written approval from PeopleStrong before joining the employment is mandatory.

You will not at any time during the continuance of your employment, or for twelve (12) months after termination of your employment, without the prior written consent of PeopleStrong:

(a) employ or engage or attempt to employ or engage, induce, solicit or entice away or attempt to induce, solicit or entice away any agent, consultant, employee, officer or worker of PeopleStrong or any of PeopleStrong's associate companies, directly or indirectly make preparations to compete with any business carried on by PeopleStrong or PeopleStrong's associate companies;

(b) induce or attempt to induce any client or customer or supplier of PeopleStrong or any of PeopleStrong's associate companies to cease conducting any business or to reduce the amount of business or adversely to vary the terms upon which any business is conducted with PeopleStrong or any of PeopleStrong's associate companies or to exclude PeopleStrong or any of PeopleStrong's associate companies from new business opportunities in relation to goods or services of a kind normally dealt in by PeopleStrong or any of PeopleStrong's associate companies.

(c) other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment or anytime after the termination of your employment, without the prior written consent of PeopleStrong, do or carry out any act or deed on behalf of PeopleStrong, which you are not expressly authorized to do or carry out in terms of the powers delegated to you by PeopleStrong, from time to time, or as may be required to be carried out by you in accordance with the relevant provisions of the companies act, 1956.

(d) without the prior written consent of PeopleStrong, directly or indirectly, during the term of your employment and for a period of twelve (12) months from the date of termination of your employment, for any reason, directly or indirectly, on your own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity which is competitive/in direct competition with the then-existing business of PeopleStrong.

(e) you shall not, during the term and twelve (12) months thereafter, market, sell or promote services/software that is substantially similar to the services/software of PeopleStrong. You shall not engage with any competitor of PeopleStrong or any other person for the similar services as being provided to PeopleStrong and its customers, during the tenure of the contract and three years thereafter. However, the restrictions contained in this clause shall not apply to the e-learning platform

(f) you hereby warrant that during the term and for a period of twelve (12) months thereafter, (i) you shall not, directly, or indirectly, solicit for employment or employ any employee, officer, or independent contractor of PeopleStrong who performed any work in connection with the agreement, without prior written approval from PeopleStrong, (ii) you shall not engage with any other person for selling the same or similar product/services as being offered by PeopleStrong. The agreement shall commence and become effective from the effective date and shall continue to be in force for a period of twelve (12) months unless terminated earlier as provided in this agreement (“term”). Upon the termination of this agreement, the parties shall immediately destroy or return to the other party all the confidential information of the other party or copies thereof in its possession and in case of destruction, provide proof to the other party.

You will not at any time after your termination present yourself to be held out or presented as being in any way connected with or interested in the business of PeopleStrong or any of its associate companies; or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning PeopleStrong or any of its associate companies or any of its or their agents, consultants, directors, employees, officers, shareholders or workers.

While the restrictions set out above are considered to be reasonable in all the circumstances it is agreed that if any one or more of such restrictions either taken by itself or themselves together, are adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of PeopleStrong or any of its associate companies but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of its or their wording were deleted, restricted or limited in a particular manner then the restrictions set out above will apply with such deletions, restrictions or limitations as the case may be.

During the term of your employment with PeopleStrong and at all times thereafter, you will not make any false, defamatory, or disparaging statements about PeopleStrong or the employees, offices, or directors of PeopleStrong that are reasonably like to cause damage to such entity or person.

## 10. Employment particulars & background verification

Your final appointment is contingent upon the successful completion of a background check. PeopleStrong may terminate your services without any compensation or notice thereof, should the results of your background investigation not be successful.

PeopleStrong may conduct your background verification either through PeopleStrong or by a third party at any time after joining PeopleStrong.

Your appointment will be subject to the verification of your credentials, testimonials, and other particulars mentioned by you during the recruitment and joining process. If the particulars given by you are in any way

found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated with immediate effect.

## 11. Service obligations

In the discharge of your duties and in the exercise of such powers as may be conferred on you from time to time, you shall at all times comply with all reasonable, lawful, and proper codes, policies, procedures, and rules made by PeopleStrong and any association or professional body to which PeopleStrong from time to time belongs, together with general laws, regulations, and requirements applicable to PeopleStrong from time to time. While in the employment of PeopleStrong, you shall (a) use your best endeavor to promote the business interests and welfare of PeopleStrong; (b) devote your full time, attention, and abilities during hours of work to the affairs of PeopleStrong; and (c) neither directly nor indirectly engage or be interested in engagement, the practice of any business, profession or vocation, including any activity, which competes directly or indirectly with activities of PeopleStrong or conflicts with your position in PeopleStrong (including without limitation any connected person).

## 12. Warranty and indemnification

You confirm, represent, and warrant that you are not bound by or subject to any agreement, arrangement, court order, obligation, or undertaking which in any way restricts or prohibits you from entering into, or performing your duties under, this appointment letter. You will indemnify and hold PeopleStrong harmless against all suits, claims, costs, damages, and expenses that PeopleStrong may incur in connection with any claim that you were so bound or subject to.

You will not knowingly use any trade secret, confidential information, or other intellectual property rights of any other party in the performance of your duties hereunder.

You confirm that as of the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with PeopleStrong is on a full-time basis, you shall not take up any assignment, including those in the nature of any business, profession, or vocation, without the prior written consent of PeopleStrong, which may be granted/refused at PeopleStrong's sole discretion.

## 13. Force majeure

PeopleStrong shall not be liable for any failure or delay in performance of this agreement for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement.

## 14. Expenses

In addition to your remuneration, you will be reimbursed all reasonable expenses properly, wholly, exclusively, and necessarily incurred by you in the discharge of your duties under this appointment letter upon production of receipts or other evidence for them and subject to your complying with all the requirements of PeopleStrong's expenses policy from time to time in force.



## 15. Confidentiality

During the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to PeopleStrong or its subsidiaries or affiliates, its customers, subcontractors or any other individuals or companies having any kind of association or relationship with PeopleStrong, and/or its affiliates or subsidiaries (together "confidential information"). You shall keep and maintain strict confidentiality of such confidential information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without the prior written consent of an authorized officer of PeopleStrong. You shall at all times, whether during or after the termination of your employment, act with the utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise. You shall not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning, or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with PeopleStrong, you will return and surrender to PeopleStrong, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and videotapes, floppies and discs, and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as PeopleStrong or its affiliates or customers may require in this regard, from time to time. You shall not disclose to any public papers, journals, pamphlets, or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to PeopleStrong or its subsidiaries or affiliates, except with prior approval. The obligations contained above shall cease to apply to any confidential information upon it (a) coming into the public domain, other than as a result of or in connection with the direct or indirect disclosure by you in breach of any condition; and (b) being required to be disclosed pursuant to any regulatory requirement(s). you shall not at any time during the continuance of your employment with PeopleStrong make any notes or memoranda relating to any matter within the scope of the business of PeopleStrong or any of PeopleStrong's associate companies in India or abroad or concerning any of the dealings or affairs of PeopleStrong or any of PeopleStrong's associate companies in India or abroad, otherwise than for the benefit of PeopleStrong or any of PeopleStrong's associate companies in India or abroad for whom you are directed to provide your services.

You agree and confirm that you will, at all times:

- a) Maintain in confidence all such confidential information and will not use such information other than as necessary to carry out the purpose for which it was shared with you;
- b) Not disclose, divulge, display, publish or disseminate any such confidential information to any person without the prior written consent of PeopleStrong;
- c) Prevent the unauthorized use, dissemination, or publication of such confidential information;
- d) Not copy or reproduce any such confidential information except as is reasonably necessary for the purpose for which it was shared with you;

- e) Not use the confidential information in a way so as to produce a commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to PeopleStrong; and
- f) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such confidential information.

## 16. Intellectual property rights

You hereby irrevocably assign to PeopleStrong, including by way of future assignment, with full title guarantee, absolutely and free from all encumbrances, all your right, title, and interest in any and all intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets in, or relating to, any work or material created, conceived, developed, contributed to or improved upon in whole or in part by you during the course of your employment together with all accrued rights of action in respect of any infringement of any such intellectual property rights.

Notwithstanding anything to the contrary, no license with respect to intellectual property rights shall be deemed or implied to be granted by PeopleStrong to you in respect of PeopleStrong intellectual property.

You shall not reverse-engineer, decompile, or disassemble, modify or copy (except for making a single backup copy) any methodologies, software or whitepaper article, themes, headlines, or confidential information disclosed under this agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, or other notices of ownership from any originals or copies of confidential information you receives from PeopleStrong.

You agree and understand that for any and all copyrightable works that are prepared by you, within his scope of service, PeopleStrong will be considered the first owner of such copyrightable works. To the extent that PeopleStrong is not considered the first owner of the intellectual property rights created by you, the copyright and all related rights, title, and interest in all such PeopleStrong intellectual property is irrevocably assigned by you to PeopleStrong in consideration of the employment which constitutes valid and adequate consideration. You hereby waive any right to and agree that you shall not raise any objection or claims under applicable law in respect of ownership of such PeopleStrong intellectual property.

You shall, without charge to, but at the cost and expense of PeopleStrong, execute and do all such acts, matters, documents, and things as may be necessary or reasonably required to obtain patent, design, or other protection for any of the material or improvements or developments of or to the material and to vest title to the intellectual property rights in, or relating to, the material in PeopleStrong (or any such PeopleStrong as directed) absolutely.

During the performance of your duties and responsibilities, you shall not use or infringe any intellectual property or rights of any other person. To the extent permitted by law, you hereby irrevocably and unconditionally waive any and all moral rights conferred by copyright act 1957 or any rights of a similar nature under the laws at present or in the future in force, in any other jurisdiction in and to any and all material developed, such waiver being given in favor of PeopleStrong, its successors in title and assigns.

The provisions of this clause will not be affected by the termination of your employment and will continue even after termination.

### 17. PeopleStrong property

For efficient discharge of your services, PeopleStrong may provide you with a mobile phone, laptop, etc. subject to PeopleStrong policy. This will be PeopleStrong property which shall be entrusted to you for official purpose only. You will be required to return all PeopleStrong property and documents at any time upon request or in the event of termination of employment. If any letter of authority or power of attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with PeopleStrong.

### 18. Jurisdiction and governing laws

The parties to this agreement shall make best efforts to settle mutual conciliation any claim, dispute, or controversy ("dispute") arising out of, or in relation to, this agreement including any dispute with respects to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences, and/or claims arising out of these presents or as construction, meaning or effect thereof or as to the rights and liabilities of the parties hereunder and which cannot be settled by mutual conciliation shall be referred to arbitration to be held in Delhi in the English language in accordance with the arbitration and conciliation act 1996, or any statutory amendments thereof and shall be referred to a sole arbitrator to be appointed by PeopleStrong. Any disputes arising out of this agreement shall be subject to the exclusive jurisdiction of courts at Delhi.

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this letter and/ or any of PeopleStrong policies may result in significant and continuing injury and irreparable harm to PeopleStrong, the monetary value of which would be impossible to establish. Therefore, you agree that PeopleStrong shall be entitled to injunctive relief in the exclusive jurisdiction of courts at Delhi with respect to such provisions.

The terms of this offer are strictly confidential between you and PeopleStrong and any breach of this confidence will be viewed with utmost seriousness.

## Acceptance

I, “Mohamed Anees Ahmed”, have read and understood the contents of this employment offer letter and all its exhibits and accept all terms and conditions of this letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and PeopleStrong technologies private limited.

I confirm that I am not breaching any terms or provisions of any prior agreements or arrangement by accepting this offer.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Note: Please sign on all the pages of the document.**

## **Pre-joining process**

To smoothen your onboarding process, you will receive a pre-onboarding link from [yourhr@peoplestrong.com](mailto:yourhr@peoplestrong.com) two days prior to your date of joining. Please fill the form on the link and upload all the documents mentioned below on the same link.

## **Documents required on the date of joining**

Your appointment is subject to you submitting the following documents to the HR department on your arrival at PeopleStrong:

- Copy of Pan card
- Copy of Aadhar card
- Copy of Voter id/ Driving license
- Passport size photographs (4 copies) – for personnel records and opening of salary a/c
- Educational certificate/mark sheet copies (mark sheet of all degrees & courses) – for personnel records
- Canceled bank cheque of HDFC
- Original relieving letter from current employer – for personnel records
- Your detailed curriculum vitae (in case not submitted earlier) – for personnel records
- Copy of form 16/ tax deduction certificate from the past employer (not applicable for freshers/trainees)
- Current address proof (ration card/electricity bill/telephone bill/water bill)
- Last three month's salary slip/certificate of the previous organization
- Birth/month/year details of your mother & father

Your contact point in HR would be Simran, you can write at [simran.anand@taggd.in](mailto:simran.anand@taggd.in) or [hr@peoplestrong.com](mailto:hr@peoplestrong.com).

Personal and confidential

Letter of employment

June 29, 2021

**Boggavarapu Prudhvi Raj**  
Dr.no : 8-609 , 11 Houses complex ,Near Jamuna  
School  
Opposite to YSR Statue, Railway Station Road,  
Piduguralla  
Guntur Dist,Andhra Pradesh  
522413

Dear Boggavarapu,

Many Congratulations!

We are delighted to offer you the full-time position of “**Recruitment Associate**” (**Grade-2**) at PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”).

Location: **Hyderabad**

Date of joining: **July 01, 2021**

Your annualized On-target earnings (OTE) will be **3,60,000/- (Three Lakhs Sixty Thousand Only)** . This amount is subject to deduction of tax at source as per the Income Tax act, 1961, including modifications and re-enactments thereof. As a full-time employee, you are also entitled to the exclusive benefits package. The principal features of your compensation and flexi benefits are outlined in Annexure 1 & 2 respectively. Your employment with us will be governed by the terms and conditions mentioned below and the conditions of hire mentioned in Annexure 3. Please indicate your acceptance of this offer within seven (7) days by returning a copy of this letter duly signed by you.

We take this opportunity to congratulate you on your selection and wish you a long, rewarding, and enriching career with us. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all our dealings.

We look forward to having you onboard!

For PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”)

Warm Regards,

DocuSigned by:  
*Amit Jain*  
F07404F716CF48E...

Amit Jain

Vice President - Human Resource

Annexure

1. Detailed On-target earnings (OTE) breakup:

Salary components		Monthly (INR)	Annual (INR)
I	Basic	15,000	1,80,000
ii	HRA	5,229	62,742
iii	Flexible benefits plan (FBP)	0	0
iv	Employer contribution to PF	1,800	21,600
v	Employer contribution to ESIC	0	0
vi	Insurance <sup>(2)</sup>	500	6,000
vii	Employer contribution to gratuity <sup>(3)</sup>	722	8,658
viii	Monthly bonus <sup>(4)</sup>	2,250	27,000
<b>Base gross salary</b>		<b>25,501</b>	<b>3,06,000</b>
Incentive <sup>(1)</sup>		4,500	54,000
<b>OTE</b>		<b>30,000</b>	<b>3,60,000</b>
1	Incentive amount is based on: 100% Individual Scorecard; payable quarterly along with second month salary on prorated basis. Employee should be on the payroll of the company at the time of incentive payout otherwise incentive would not be payable. All incentives will be governed by the company-wide incentive plan applicable for your role.		
2	Includes Mediclaim for self (spouse and two children covered as added benefit), Personal Accident and Life Coverage for Self. The Coverage is INR 3 lacs for group mediclaim policy, INR 5 Lacs for group accidental policy and INR 20 lacs for group term life insurance policy		
3	Payable as per policy at the time of retirement / separation, after completion of 5 years of employment.		
4	Bonus amount is payable monthly along with the salary. This amount is not linked to performance.		

NOTE:

01. Minimum eligibility for incentive pay-out will vary depending upon the function and role as defined in the company-wide incentive plan applicable to you. The incentive pay-out cycle and calculation criteria may change depending upon the change in role or designation. It will be applicable as per the new role & grade, even if there is no change in overall compensation.

02. Any amendments in the company-wide incentive plan can happen during the year and will supersede the above incentive criteria applicable to you.
03. Base gross salary & OTE are subject to statutory tax deductions
04. As per statutory tax guidelines, professional tax deductions are mandatory in certain states (applicable as per your base location).
05. Your FBP shall include but not be limited to leave travel allowance, child education, professional development, meal card, etc. The amounts specified in these FBPs shall be subject to the mutually decided terms and conditions between you and PeopleStrong
06. For claiming tax benefits in case of the flexi benefits plan you will have to submit supporting (bills) to PeopleStrong in the prescribed format within the timeline stipulated by PeopleStrong. The payments described in the FBP will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law.

## 2. Flexi benefit plan (FBP)

Salary components of compensation structure	Distribution of compensation*
Leave travel allowance	Max two months basic salary
Children education allowance (limit up to 2 children) - subject to bill submission at the end of the financial year.	Max INR 1200 per child per annum
Professional development allowance (subject to bill submission at the end of the financial year)	Max two months basic salary
Meal card (available in denominations of INR 1000, INR 2000 & INR 3000 per month) (applicable for all employees subject to opting)	As opted by the employee. Max limit INR 36000 per annum

We constantly aim to provide you the best flexi benefits, hence the various options in flexi benefits are subject to change from time to time. All the FBP components are updated on Alt Worklife, our internal HR system, where you would need to opt-in for the ones that you wish to utilize.

\*Benefit subject to FBP amount stated in the compensation structure. Please contact your HR for further clarification.

## 3. Conditions of hire:

Your employment with PeopleStrong will be subjected to the following pre-conditions:

- a) You will submit the relevant documents as mandated by PeopleStrong
- b) You obtain requisite certification or complete mandated assessments which are the basis for offering you employment opportunity with PeopleStrong if any

- c) You obtain a clear discharge and/or relieving letter from your most recent employer (before joining PeopleStrong)
- d) You represent that acceptance of employment with PeopleStrong does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound
- e) Your background verification check (including but not limited to address, academics, employment, criminal, etc.) Conducted by PeopleStrong is cleared; and
- f) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s), and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed to PeopleStrong before your joining.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

## Terms and conditions

### 1. Service rules

You will be governed by the rules, regulations, and other PeopleStrong policy (together with the “**PeopleStrong policy**”) as applicable, enforced, amended, or altered from time to time during your employment.

Any and all changes in PeopleStrong policy that act in contravention to the terms and conditions herein shall have a superseding effect over the clauses mentioned in this appointment letter.

You will be reporting to the “**Manager - RPO**” in PeopleStrong at the time of joining. However, your services are transferable and can be seconded or deputed by PeopleStrong to any of PeopleStrong locations or locations of PeopleStrong’s associate companies/clients in India or abroad. PeopleStrong further reserves the right to transfer your employment to any other PeopleStrong or legal entity, as part of any transfer of undertaking of PeopleStrong or as part of any restructuring or amalgamation or such other plan implemented by PeopleStrong or by which PeopleStrong is bound, on such terms and conditions as applicable to such plan.

### 2. Probation

You shall be on a probation period of **6 (six) months**. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be confirmed automatically on completion of the probation period. This period may also be extended should the circumstances so require. You will be informed in writing in the event of your probation period being extended. It is mandatory for you to complete the induction program and other training like Ethics, Prevention of Sexual harassment, IT security, etc during your probation period.



### 3. Performance Incentive

The performance incentive is payable based on the company-wide incentive plan applicable to you. Employees who are on the rolls of PeopleStrong on the date of incentive payment are eligible to receive the incentive for that performance review period. Employees who leave the services of PeopleStrong before incentive pay-out, even if worked till the last working day of that performance review period, would not be eligible to receive the incentive for that period.

PeopleStrong follows the performance cycle from 1<sup>st</sup> April to 31<sup>st</sup> March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

An employee who joins PeopleStrong on or before 31<sup>st</sup> October will be eligible for increment in May (the following year) and anyone who is joining on or after 1<sup>st</sup> November will be eligible for incentive on subsequent year increment cycle. PeopleStrong follows the compensation increment cycle from 1<sup>st</sup> May to 30<sup>th</sup> April.

The amount mentioned against the performance incentive head is the on-target incentive amount. The actual amount payable may vary, based on your performance, the performance of your function (i.e., Group, segment, or business, as the case may be), and PeopleStrong. These criteria will be announced each year. This amount includes the incentive payable under the provisions of the payment of bonus act, wherever applicable as amended from time to time

### 4. Remuneration

PeopleStrong will contribute 12% of your basic pay towards your provident fund as per the provisions on the employee's provident fund and miscellaneous provisions act, 1952. Amount due will be duly paid monthly in arrears, direct into your bank account on the last working day of the month.

PeopleStrong assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility. However, PeopleStrong may from time to time, withhold any tax as may be required by applicable law.

PeopleStrong reserves the right to deduct from your remuneration from time to time during the continuance of your employment, any sums due from you to PeopleStrong or any of PeopleStrong's associate companies in India or abroad, including any overpayment, loan, or advance made to you by PeopleStrong or any of PeopleStrong's associate companies in India or abroad.

Performance cycle: PeopleStrong follows a performance cycle from 1st April to 31st March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

### 5. Working hours & leaves

Presently, the normal working hours are between 9:00 am to 6:00 pm, Monday to Saturday with a 30-minute lunch break. All Sundays of the month shall be observed as a holiday (it may vary across projects). However,

you are expected to work such additional hours, or days, without additional remuneration as the needs and requirements of PeopleStrong or any of PeopleStrong's associate companies in India or abroad may require. You will comply with any requests made or measures imposed to enable PeopleStrong and/or the director to monitor and record your working time.

All employees are entitled to 18 days of privileged leave in a calendar year, which are deemed to be earned at the rate of 1.5 leaves for each month. A maximum of 12 privileged leaves in a calendar year are allowed to be accumulated and carried forward to the next calendar year. The remaining unused privileged leaves will get lapsed at the end of the calendar year. This accumulation is allowed up to a maximum limit of 30 days of leaves and these can be encashed by the employee only at the time of separation from PeopleStrong along with the full and final settlement. You are also entitled to 12 days of casual/sick leave in a calendar year for sickness and personal circumstances. These are non-encashable leaves and would lapse if not availed within the calendar year and would not be carried forward into the next year. During the probation period, you will be entitled to casual leaves only.

You will also be eligible for one day of paid leave in celebration of your birthday and marriage anniversary.

Leave calculation will not include Saturday, Sunday, and PeopleStrong holidays. You will be entitled to 10 PeopleStrong holidays, the calendar of which would be shared with you at the time of joining. There is a provision of compensatory off if you have worked on the holiday. The same will be taken only after prior approval from the function head. Also, this will neither be accumulated nor carried forward nor be credited to your leave balance.

The hours of work, off days, and leave policy may be changed by PeopleStrong at any time and you shall be bound by any such policy then in force. If you are working for a particular client, the respective client's holiday calendar & work timings will be applicable to you. The same will be notified to you by your respective I1 manager.

## 6. Training

During the course of your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. PeopleStrong will bear the costs and expenses in relation to such programs. However, if you take up any employment during the training period abroad, you will be required to reimburse all costs and expenses incurred by PeopleStrong in relation to such programs. Training programs that would be identified for you, followed by corresponding tests and assessments, would be vital to your role in PeopleStrong. It is mandatory to complete your induction and training like Ethics, Prevention of sexual harassment, IT security, etc during your probation period.

## 7. Separation

During the probation period or any extension thereof, either party may terminate this employment contract by giving 30 days notice in writing without assigning any reasons.

Post probation completion either party may terminate this employment contract by giving 30 Days notice in writing without assigning any reasons. Period separation is initiated by PeopleStrong, then PeopleStrong may, at its discretion, by giving base gross salary in place of notice period days. No other compensation shall be payable by PeopleStrong.

In the event, separation is initiated by the employee, then you are bound to serve the entire notice period before leaving the services of PeopleStrong. You will ensure that all your ongoing activities are completed and handed over as per PeopleStrong guidelines on the separation process. In case you decide to leave PeopleStrong without serving a complete notice period, then you will be liable to pay all the business operation losses & training costs incurred by PeopleStrong in addition to notice base gross salary for the notice period. In the event, separation is initiated by you, PeopleStrong may, at its discretion, relieve you from such date as it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

The final decision on the last working day lies with PeopleStrong and you are bound to complete your notice period before leaving the services of PeopleStrong.

You shall be governed by PeopleStrong policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable PeopleStrong policies & processes.

You shall automatically retire from employment with PeopleStrong on the last day of the month in which you complete Fifty-Eight (58) years of age. It is hereby clarified that PeopleStrong reserves the right to change the retirement age.

## 8. Termination

PeopleStrong may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities which breach either (i) is incapable of remedy, or (ii) if capable of remedy, has not been remedied by you for at least **five (05) days** after receipt of notice from PeopleStrong.

The management shall be at liberty to terminate your contract without any notice in the event of insubordination, indiscipline, dishonesty, or negligence of duty, you're being unable to attend to perform your engagement effectively on account of prolonged ill-health, unauthorized absence from engagement.

In the event of your continuous absence for 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by PeopleStrong. Upon termination for whatever cause or reason, you shall return all PeopleStrong property including books, papers, and documents whether in hard copy or soft form, entrusted to you during your employment with PeopleStrong. Upon the termination of your employment, you will be entitled to be paid base salary on prorata basis in respect of any holiday accrued and not taken and will repay to PeopleStrong an amount in respect of excess holiday taken over that which was accrued. PeopleStrong may, in its sole discretion, deduct the value of the property not returned by you in the full and final settlement.

During your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. It shall be imperative that you pass all the tests and assessments related to training programs that you would be asked to participate. In the event that you fail the tests and assessments pertaining to such training programs, your employment would be terminated with immediate effect.

**9. Non-solicitation, non-compete, non-defamation etc.**

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, have any material interest in any other occupation except with the prior written consent of PeopleStrong.

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, pursue any full-time or part-time educational course. In case you are already pursuing or wish to pursue any educational course in the future, written approval from PeopleStrong before joining the employment is mandatory.

You will not at any time during the continuance of your employment, or for twelve (12) months after termination of your employment, without the prior written consent of PeopleStrong:

(a) employ or engage or attempt to employ or engage, induce, solicit or entice away or attempt to induce, solicit or entice away any agent, consultant, employee, officer or worker of PeopleStrong or any of PeopleStrong's associate companies, directly or indirectly make preparations to compete with any business carried on by PeopleStrong or PeopleStrong's associate companies;

(b) induce or attempt to induce any client or customer or supplier of PeopleStrong or any of PeopleStrong's associate companies to cease conducting any business or to reduce the amount of business or adversely to vary the terms upon which any business is conducted with PeopleStrong or any of PeopleStrong's associate companies or to exclude PeopleStrong or any of PeopleStrong's associate companies from new business opportunities in relation to goods or services of a kind normally dealt in by PeopleStrong or any of PeopleStrong's associate companies.

(c) other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment or anytime after the termination of your employment, without the prior written consent of PeopleStrong, do or carry out any act or deed on behalf of PeopleStrong, which you are not expressly authorized to do or carry out in terms of the powers delegated to you by PeopleStrong, from time to time, or as may be required to be carried out by you in accordance with the relevant provisions of the companies act, 1956.

(d) without the prior written consent of PeopleStrong, directly or indirectly, during the term of your employment and for a period of twelve (12) months from the date of termination of your employment, for any reason, directly or indirectly, on your own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity which is competitive/in direct competition with the then-existing business of PeopleStrong.

(e) you shall not, during the term and twelve (12) months thereafter, market, sell or promote services/software that is substantially similar to the services/software of PeopleStrong. You shall not engage with any competitor of PeopleStrong or any other person for the similar services as being provided to PeopleStrong and its customers, during the tenure of the contract and three years thereafter. However, the restrictions contained in this clause shall not apply to the e-learning platform

(f) you hereby warrant that during the term and for a period of twelve (12) months thereafter, (i) you shall not, directly, or indirectly, solicit for employment or employ any employee, officer, or independent contractor of PeopleStrong who performed any work in connection with the agreement, without prior written approval from PeopleStrong, (ii) you shall not engage with any other person for selling the same or similar product/services as being offered by PeopleStrong. The agreement shall commence and become effective from the effective date and shall continue to be in force for a period of twelve (12) months unless terminated earlier as provided in this agreement (“term”). Upon the termination of this agreement, the parties shall immediately destroy or return to the other party all the confidential information of the other party or copies thereof in its possession and in case of destruction, provide proof to the other party.

You will not at any time after your termination present yourself to be held out or presented as being in any way connected with or interested in the business of PeopleStrong or any of its associate companies; or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning PeopleStrong or any of its associate companies or any of its or their agents, consultants, directors, employees, officers, shareholders or workers.

While the restrictions set out above are considered to be reasonable in all the circumstances it is agreed that if any one or more of such restrictions either taken by itself or themselves together, are adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of PeopleStrong or any of its associate companies but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of its or their wording were deleted, restricted or limited in a particular manner then the restrictions set out above will apply with such deletions, restrictions or limitations as the case may be.

During the term of your employment with PeopleStrong and at all times thereafter, you will not make any false, defamatory, or disparaging statements about PeopleStrong or the employees, offices, or directors of PeopleStrong that are reasonably like to cause damage to such entity or person.

## 10. Employment particulars & background verification

Your final appointment is contingent upon the successful completion of a background check. PeopleStrong may terminate your services without any compensation or notice thereof, should the results of your background investigation not be successful.

PeopleStrong may conduct your background verification either through PeopleStrong or by a third party at any time after joining PeopleStrong.

Your appointment will be subject to the verification of your credentials, testimonials, and other particulars mentioned by you during the recruitment and joining process. If the particulars given by you are in any way

found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated with immediate effect.

## 11. Service obligations

In the discharge of your duties and in the exercise of such powers as may be conferred on you from time to time, you shall at all times comply with all reasonable, lawful, and proper codes, policies, procedures, and rules made by PeopleStrong and any association or professional body to which PeopleStrong from time to time belongs, together with general laws, regulations, and requirements applicable to PeopleStrong from time to time. While in the employment of PeopleStrong, you shall (a) use your best endeavor to promote the business interests and welfare of PeopleStrong; (b) devote your full time, attention, and abilities during hours of work to the affairs of PeopleStrong; and (c) neither directly nor indirectly engage or be interested in engagement, the practice of any business, profession or vocation, including any activity, which competes directly or indirectly with activities of PeopleStrong or conflicts with your position in PeopleStrong (including without limitation any connected person).

## 12. Warranty and indemnification

You confirm, represent, and warrant that you are not bound by or subject to any agreement, arrangement, court order, obligation, or undertaking which in any way restricts or prohibits you from entering into, or performing your duties under, this appointment letter. You will indemnify and hold PeopleStrong harmless against all suits, claims, costs, damages, and expenses that PeopleStrong may incur in connection with any claim that you were so bound or subject to.

You will not knowingly use any trade secret, confidential information, or other intellectual property rights of any other party in the performance of your duties hereunder.

You confirm that as of the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with PeopleStrong is on a full-time basis, you shall not take up any assignment, including those in the nature of any business, profession, or vocation, without the prior written consent of PeopleStrong, which may be granted/refused at PeopleStrong's sole discretion.

## 13. Force majeure

PeopleStrong shall not be liable for any failure or delay in performance of this agreement for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement.

## 14. Expenses

In addition to your remuneration, you will be reimbursed all reasonable expenses properly, wholly, exclusively, and necessarily incurred by you in the discharge of your duties under this appointment letter upon production of receipts or other evidence for them and subject to your complying with all the requirements of PeopleStrong's expenses policy from time to time in force.

## 15. Confidentiality

During the course of your assignment with us, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to PeopleStrong or its subsidiaries or affiliates, its customers, subcontractors or any other individuals or companies having any kind of association or relationship with PeopleStrong, and/or its affiliates or subsidiaries (together “confidential information”). You shall keep and maintain strict confidentiality of such confidential information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without the prior written consent of an authorized officer of PeopleStrong. You shall at all times, whether during or after the termination of your employment, act with the utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise. You shall not reproduce, store in a retrieval system, or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning, or otherwise - any copyrighted material or other confidential information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with PeopleStrong, you will return and surrender to PeopleStrong, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and videotapes, floppies and discs, and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as PeopleStrong or its affiliates or customers may require in this regard, from time to time. You shall not disclose to any public papers, journals, pamphlets, or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to PeopleStrong or its subsidiaries or affiliates, except with prior approval. The obligations contained above shall cease to apply to any confidential information upon it (a) coming into the public domain, other than as a result of or in connection with the direct or indirect disclosure by you in breach of any condition; and (b) being required to be disclosed pursuant to any regulatory requirement(s). you shall not at any time during the continuance of your employment with PeopleStrong make any notes or memoranda relating to any matter within the scope of the business of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad or concerning any of the dealings or affairs of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad, otherwise than for the benefit of PeopleStrong or any of PeopleStrong’s associate companies in India or abroad for whom you are directed to provide your services.

You agree and confirm that you will, at all times:

- a) Maintain in confidence all such confidential information and will not use such information other than as necessary to carry out the purpose for which it was shared with you;
- b) Not disclose, divulge, display, publish or disseminate any such confidential information to any person without the prior written consent of PeopleStrong;
- c) Prevent the unauthorized use, dissemination, or publication of such confidential information;
- d) Not copy or reproduce any such confidential information except as is reasonably necessary for the purpose for which it was shared with you;

- e) Not use the confidential information in a way so as to produce a commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to PeopleStrong; and
- f) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such confidential information.

## 16. Intellectual property rights

You hereby irrevocably assign to PeopleStrong, including by way of future assignment, with full title guarantee, absolutely and free from all encumbrances, all your right, title, and interest in any and all intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information or trade secrets in, or relating to, any work or material created, conceived, developed, contributed to or improved upon in whole or in part by you during the course of your employment together with all accrued rights of action in respect of any infringement of any such intellectual property rights.

Notwithstanding anything to the contrary, no license with respect to intellectual property rights shall be deemed or implied to be granted by PeopleStrong to you in respect of PeopleStrong intellectual property.

You shall not reverse-engineer, decompile, or disassemble, modify or copy (except for making a single backup copy) any methodologies, software or whitepaper article, themes, headlines, or confidential information disclosed under this agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, or other notices of ownership from any originals or copies of confidential information you receives from PeopleStrong.

You agree and understand that for any and all copyrightable works that are prepared by you, within his scope of service, PeopleStrong will be considered the first owner of such copyrightable works. To the extent that PeopleStrong is not considered the first owner of the intellectual property rights created by you, the copyright and all related rights, title, and interest in all such PeopleStrong intellectual property is irrevocably assigned by you to PeopleStrong in consideration of the employment which constitutes valid and adequate consideration. You hereby waive any right to and agree that you shall not raise any objection or claims under applicable law in respect of ownership of such PeopleStrong intellectual property.

You shall, without charge to, but at the cost and expense of PeopleStrong, execute and do all such acts, matters, documents, and things as may be necessary or reasonably required to obtain patent, design, or other protection for any of the material or improvements or developments of or to the material and to vest title to the intellectual property rights in, or relating to, the material in PeopleStrong (or any such PeopleStrong as directed) absolutely.

During the performance of your duties and responsibilities, you shall not use or infringe any intellectual property or rights of any other person. To the extent permitted by law, you hereby irrevocably and unconditionally waive any and all moral rights conferred by copyright act 1957 or any rights of a similar nature under the laws at present or in the future in force, in any other jurisdiction in and to any and all material developed, such waiver being given in favor of PeopleStrong, its successors in title and assigns.



The provisions of this clause will not be affected by the termination of your employment and will continue even after termination.

### 17. PeopleStrong property

For efficient discharge of your services, PeopleStrong may provide you with a mobile phone, laptop, etc. subject to PeopleStrong policy. This will be PeopleStrong property which shall be entrusted to you for official purpose only. You will be required to return all PeopleStrong property and documents at any time upon request or in the event of termination of employment. If any letter of authority or power of attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with PeopleStrong.

### 18. Jurisdiction and governing laws

The parties to this agreement shall make best efforts to settle mutual conciliation any claim, dispute, or controversy ("dispute") arising out of, or in relation to, this agreement including any dispute with respects to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences, and/or claims arising out of these presents or as construction, meaning or effect thereof or as to the rights and liabilities of the parties hereunder and which cannot be settled by mutual conciliation shall be referred to arbitration to be held in Delhi in the English language in accordance with the arbitration and conciliation act 1996, or any statutory amendments thereof and shall be referred to a sole arbitrator to be appointed by PeopleStrong. Any disputes arising out of this agreement shall be subject to the exclusive jurisdiction of courts at Delhi.

You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this letter and/ or any of PeopleStrong policies may result in significant and continuing injury and irreparable harm to PeopleStrong, the monetary value of which would be impossible to establish. Therefore, you agree that PeopleStrong shall be entitled to injunctive relief in the exclusive jurisdiction of courts at Delhi with respect to such provisions.

The terms of this offer are strictly confidential between you and PeopleStrong and any breach of this confidence will be viewed with utmost seriousness.

## Acceptance

I, “Boggavarapu Prudhvi Raj S/O Boggavarapu Hanumantha Rao ”, have read and understood the contents of this employment offer letter and all its exhibits and accept all terms and conditions of this letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and PeopleStrong technologies private limited.

I confirm that I am not breaching any terms or provisions of any prior agreements or arrangement by accepting this offer.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Note: Please sign on all the pages of the document.**

## **Pre-joining process**

To smoothen your onboarding process, you will receive a pre-onboarding link from [yourhr@peoplestrong.com](mailto:yourhr@peoplestrong.com) two days prior to your date of joining. Please fill the form on the link and upload all the documents mentioned below on the same link.

## **Documents required on the date of joining**

Your appointment is subject to you submitting the following documents to the HR department on your arrival at PeopleStrong:

- Copy of Pan card
- Copy of Aadhar card
- Copy of Voter id/ Driving license
- Passport size photographs (4 copies) – for personnel records and opening of salary a/c
- Educational certificate/mark sheet copies (mark sheet of all degrees & courses) – for personnel records
- Canceled bank cheque of HDFC
- Original relieving letter from current employer – for personnel records
- Your detailed curriculum vitae (in case not submitted earlier) – for personnel records
- Copy of form 16/ tax deduction certificate from the past employer (not applicable for freshers/trainees)
- Current address proof (ration card/electricity bill/telephone bill/water bill)
- Last three month's salary slip/certificate of the previous organization
- Birth/month/year details of your mother & father

Your contact point in HR would be Simran, you can write at [simran.anand@taggd.in](mailto:simran.anand@taggd.in) or [hr@peoplestrong.com](mailto:hr@peoplestrong.com) .

Personal and confidential

Letter of employment

June 29, 2021

**AMARA RAMYASREE**  
180, ELUKUNTLA,  
Dharmavaram, Anantapur,  
Andhra Pradesh - 515672

Dear **AMARA**,

Many Congratulations!

We are delighted to offer you the full-time position of “**Recruitment Associate**” (**Grade-2**) at PeopleStrong Technologies Private Limited (formerly known as “PeopleStrong HR Services Pvt. Ltd.”).

Location: **Bengaluru**

Date of joining: **July 01, 2021**

Your annualized On-target earnings (OTE) will be **3,60,000/- (Three Lakhs Sixty Thousand Only)** . This amount is subject to deduction of tax at source as per the Income Tax act, 1961, including modifications and re-enactments thereof. As a full-time employee, you are also entitled to the exclusive benefits package. The principal features of your compensation and flexi benefits are outlined in Annexure 1 & 2 respectively. Your employment with us will be governed by the terms and conditions mentioned below and the conditions of hire mentioned in Annexure 3. Please indicate your acceptance of this offer within seven (7) days by returning a copy of this letter duly signed by you.

We take this opportunity to congratulate you on your selection and wish you a long, rewarding, and enriching career with us. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all our dealings.

We look forward to having you onboard!

For PeopleStrong Technologies Private Limited (formerly known as “**PeopleStrong HR Services Pvt. Ltd.**”)

**Warm Regards,**

Decrypted by:  
*Amit Jain*  
F07404F716CF48E...

**Amit Jain**

**Vice President - Human Resource**

## Annexure

### 1. Detailed On-target earnings (OTE) breakup:

Salary components		Monthly (INR)	Annual (INR)
I	Basic	15,000	1,80,000
ii	HRA	5,229	62,742
iii	Flexible benefits plan (FBP)	0	0
iv	Employer contribution to PF	1,800	21,600
v	Employer contribution to ESIC	0	0
vi	Insurance <sup>(2)</sup>	500	6,000
vii	Employer contribution to gratuity <sup>(3)</sup>	722	8,658
viii	Monthly bonus <sup>(4)</sup>	2,250	27,000
<b>Base gross salary</b>		<b>25,501</b>	<b>3,06,000</b>
Incentive <sup>(1)</sup>		4,500	54,000
<b>OTE</b>		<b>30,000</b>	<b>3,60,000</b>
1	Incentive amount is based on: 100% Individual Scorecard; payable quarterly along with second month salary on prorated basis. Employee should be on the payroll of the company at the time of incentive payout otherwise incentive would not be payable. All incentives will be governed by the company-wide incentive plan applicable for your role.		
2	Includes Mediclaim for self (spouse and two children covered as added benefit), Personal Accident and Life Coverage for Self. The Coverage is INR 3 lacs for group mediclaim policy, INR 5 Lacs for group accidental policy and INR 20 lacs for group term life insurance policy		
3	Payable as per policy at the time of retirement / separation, after completion of 5 years of employment.		
4	Bonus amount is payable monthly along with the salary. This amount is not linked to performance.		

#### NOTE:

01. Minimum eligibility for incentive pay-out will vary depending upon the function and role as defined in the company-wide incentive plan applicable to you. The incentive pay-out cycle and calculation criteria may change depending upon the change in role or designation. It will be applicable as per the new role & grade, even if there is no change in overall compensation.
02. Any amendments in the company-wide incentive plan can happen during the year and will supersede the above incentive criteria applicable to you.
03. Base gross salary & OTE are subject to statutory tax deductions

- 04. As per statutory tax guidelines, professional tax deductions are mandatory in certain states (applicable as per your base location).
- 05. Your FBP shall include but not be limited to leave travel allowance, child education, professional development, meal card, etc. The amounts specified in these FBPs shall be subject to the mutually decided terms and conditions between you and PeopleStrong
- 06. For claiming tax benefits in case of the flexi benefits plan you will have to submit supporting (bills) to PeopleStrong in the prescribed format within the timeline stipulated by PeopleStrong. The payments described in the FBP will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law.

## 2. Flexi benefit plan (FBP)

Salary components of compensation structure	Distribution of compensation*
Leave travel allowance	Max two months basic salary
Children education allowance (limit up to 2 children) - subject to bill submission at the end of the financial year.	Max INR 1200 per child per annum
Professional development allowance (subject to bill submission at the end of the financial year)	Max two months basic salary
Meal card (available in denominations of INR 1000, INR 2000 & INR 3000 per month) (applicable for all employees subject to opting)	As opted by the employee. Max limit INR 36000 per annum

We constantly aim to provide you the best flexi benefits, hence the various options in flexi benefits are subject to change from time to time. All the FBP components are updated on Alt Worklife, our internal HR system, where you would need to opt-in for the ones that you wish to utilize.

\*Benefit subject to FBP amount stated in the compensation structure. Please contact your HR for further clarification.

## 3. Conditions of hire:

Your employment with PeopleStrong will be subjected to the following pre-conditions:

- a) You will submit the relevant documents as mandated by PeopleStrong
- b) You obtain requisite certification or complete mandated assessments which are the basis for offering you employment opportunity with PeopleStrong if any
- c) You obtain a clear discharge and/or relieving letter from your most recent employer (before joining PeopleStrong)

- d) You represent that acceptance of employment with PeopleStrong does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound
- e) Your background verification check (including but not limited to address, academics, employment, criminal, etc.) Conducted by PeopleStrong is cleared; and
- f) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s), and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed to PeopleStrong before your joining.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

## Terms and conditions

### 1. Service rules

You will be governed by the rules, regulations, and other PeopleStrong policy (together with the “**PeopleStrong policy**”) as applicable, enforced, amended, or altered from time to time during your employment.

Any and all changes in PeopleStrong policy that act in contravention to the terms and conditions herein shall have a superseding effect over the clauses mentioned in this appointment letter.

You will be reporting to the “**Manager - RPO**” in PeopleStrong at the time of joining. However, your services are transferable and can be seconded or deputed by PeopleStrong to any of PeopleStrong locations or locations of PeopleStrong’s associate companies/clients in India or abroad. PeopleStrong further reserves the right to transfer your employment to any other PeopleStrong or legal entity, as part of any transfer of undertaking of PeopleStrong or as part of any restructuring or amalgamation or such other plan implemented by PeopleStrong or by which PeopleStrong is bound, on such terms and conditions as applicable to such plan.

### 2. Probation

You shall be on a probation period of **6 (six) months**. During this period of six months, your performance will be reviewed and if found satisfactory, your appointment will be confirmed automatically on completion of the probation period. This period may also be extended should the circumstances so require. You will be informed in writing in the event of your probation period being extended. It is mandatory for you to complete the induction program and other training like Ethics, Prevention of Sexual harassment, IT security, etc during your probation period.

### 3. Performance Incentive

The performance incentive is payable based on the company-wide incentive plan applicable to you. Employees who are on the rolls of PeopleStrong on the date of incentive payment are eligible to receive the incentive for that performance review period. Employees who leave the services of PeopleStrong before incentive pay-out, even if worked till the last working day of that performance review period, would not be eligible to receive the incentive for that period.

PeopleStrong follows the performance cycle from 1<sup>st</sup> April to 31<sup>st</sup> March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

An employee who joins PeopleStrong on or before 31<sup>st</sup> October will be eligible for increment in May (the following year) and anyone who is joining on or after 1<sup>st</sup> November will be eligible for incentive on subsequent year increment cycle. PeopleStrong follows the compensation increment cycle from 1<sup>st</sup> May to 30<sup>th</sup> April.

The amount mentioned against the performance incentive head is the on-target incentive amount. The actual amount payable may vary, based on your performance, the performance of your function (i.e., Group, segment, or business, as the case may be), and PeopleStrong. These criteria will be announced each year. This amount includes the incentive payable under the provisions of the payment of bonus act, wherever applicable as amended from time to time

#### 4. Remuneration

PeopleStrong will contribute 12% of your basic pay towards your provident fund as per the provisions on the employee's provident fund and miscellaneous provisions act, 1952. Amount due will be duly paid monthly in arrears, direct into your bank account on the last working day of the month.

PeopleStrong assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility. However, PeopleStrong may from time to time, withhold any tax as may be required by applicable law.

PeopleStrong reserves the right to deduct from your remuneration from time to time during the continuance of your employment, any sums due from you to PeopleStrong or any of PeopleStrong's associate companies in India or abroad, including any overpayment, loan, or advance made to you by PeopleStrong or any of PeopleStrong's associate companies in India or abroad.

Performance cycle: PeopleStrong follows a performance cycle from 1st April to 31st March. Your performance rating shall be determined based on the rating provided by your L1, provided that NR (Needs revving) and BoP (Bottom performer) rating shall not be entitled to any bonuses/increments.

#### 5. Working hours & leaves

Presently, the normal working hours are between 9:00 am to 6:00 pm, Monday to Saturday with a 30-minute lunch break. All Sundays of the month shall be observed as a holiday (it may vary across projects). However, you are expected to work such additional hours, or days, without additional remuneration as the needs and requirements of PeopleStrong or any of PeopleStrong's associate companies in India or abroad may require.

You will comply with any requests made or measures imposed to enable PeopleStrong and/or the director to monitor and record your working time.

All employees are entitled to 18 days of privileged leave in a calendar year, which are deemed to be earned at the rate of 1.5 leaves for each month. A maximum of 12 privileged leaves in a calendar year are allowed to be accumulated and carried forward to the next calendar year. The remaining unused privileged leaves will get lapsed at the end of the calendar year. This accumulation is allowed up to a maximum limit of 30 days of leaves and these can be encashed by the employee only at the time of separation from PeopleStrong along with the full and final settlement. You are also entitled to 12 days of casual/sick leave in a calendar year for sickness and personal circumstances. These are non-encashable leaves and would lapse if not availed within the calendar year and would not be carried forward into the next year. During the probation period, you will be entitled to casual leaves only.

You will also be eligible for one day of paid leave in celebration of your birthday and marriage anniversary.

Leave calculation will not include Saturday, Sunday, and PeopleStrong holidays. You will be entitled to 10 PeopleStrong holidays, the calendar of which would be shared with you at the time of joining. There is a provision of compensatory off if you have worked on the holiday. The same will be taken only after prior approval from the function head. Also, this will neither be accumulated nor carried forward nor be credited to your leave balance.

The hours of work, off days, and leave policy may be changed by PeopleStrong at any time and you shall be bound by any such policy then in force. If you are working for a particular client, the respective client's holiday calendar & work timings will be applicable to you. The same will be notified to you by your respective I1 manager.

## 6. Training

During the course of your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. PeopleStrong will bear the costs and expenses in relation to such programs. However, if you take up any employment during the training period abroad, you will be required to reimburse all costs and expenses incurred by PeopleStrong in relation to such programs. Training programs that would be identified for you, followed by corresponding tests and assessments, would be vital to your role in PeopleStrong. It is mandatory to complete your induction and training like Ethics, Prevention of sexual harassment, IT security, etc during your probation period.

## 7. Separation

During the probation period or any extension thereof, either party may terminate this employment contract by giving 30 days notice in writing without assigning any reasons.

Post probation completion either party may terminate this employment contract by giving 30 Days notice in writing without assigning any reasons. Period separation is initiated by PeopleStrong, then PeopleStrong may,



at its discretion, by giving base gross salary in place of notice period days. No other compensation shall be payable by PeopleStrong.

In the event, separation is initiated by the employee, then you are bound to serve the entire notice period before leaving the services of PeopleStrong. You will ensure that all your ongoing activities are completed and handed over as per PeopleStrong guidelines on the separation process. In case you decide to leave PeopleStrong without serving a complete notice period, then you will be liable to pay all the business operation losses & training costs incurred by PeopleStrong in addition to notice base gross salary for the notice period. In the event, separation is initiated by you, PeopleStrong may, at its discretion, relieve you from such date as it may deem fit even before the expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.

The final decision on the last working day lies with PeopleStrong and you are bound to complete your notice period before leaving the services of PeopleStrong.

You shall be governed by PeopleStrong policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable PeopleStrong policies & processes.

You shall automatically retire from employment with PeopleStrong on the last day of the month in which you complete Fifty-Eight (58) years of age. It is hereby clarified that PeopleStrong reserves the right to change the retirement age.

## 8. Termination

PeopleStrong may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities which breach either (i) is incapable of remedy, or (ii) if capable of remedy, has not been remedied by you for at least **five (05) days** after receipt of notice from PeopleStrong.

The management shall be at liberty to terminate your contract without any notice in the event of insubordination, indiscipline, dishonesty, or negligence of duty, you're being unable to attend to perform your engagement effectively on account of prolonged ill-health, unauthorized absence from engagement.

In the event of your continuous absence for 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by PeopleStrong. Upon termination for whatever cause or reason, you shall return all PeopleStrong property including books, papers, and documents whether in hard copy or soft form, entrusted to you during your employment with PeopleStrong. Upon the termination of your employment, you will be entitled to be paid base salary on prorata basis in respect of any holiday accrued and not taken and will repay to PeopleStrong an amount in respect of excess holiday taken over that which was accrued. PeopleStrong may, in its sole discretion, deduct the value of the property not returned by you in the full and final settlement.

During your employment with PeopleStrong, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. It shall be

imperative that you pass all the tests and assessments related to training programs that you would be asked to participate. In the event that you fail the tests and assessments pertaining to such training programs, your employment would be terminated with immediate effect.

**9. Non-solicitation, non-compete, non-defamation etc.**

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, have any material interest in any other occupation except with the prior written consent of PeopleStrong.

Other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment, without the prior written consent of PeopleStrong, pursue any full-time or part-time educational course. In case you are already pursuing or wish to pursue any educational course in the future, written approval from PeopleStrong before joining the employment is mandatory.

You will not at any time during the continuance of your employment, or for twelve (12) months after termination of your employment, without the prior written consent of PeopleStrong:

(a) employ or engage or attempt to employ or engage, induce, solicit or entice away or attempt to induce, solicit or entice away any agent, consultant, employee, officer or worker of PeopleStrong or any of PeopleStrong's associate companies, directly or indirectly make preparations to compete with any business carried on by PeopleStrong or PeopleStrong's associate companies;

(b) induce or attempt to induce any client or customer or supplier of PeopleStrong or any of PeopleStrong's associate companies to cease conducting any business or to reduce the amount of business or adversely to vary the terms upon which any business is conducted with PeopleStrong or any of PeopleStrong's associate companies or to exclude PeopleStrong or any of PeopleStrong's associate companies from new business opportunities in relation to goods or services of a kind normally dealt in by PeopleStrong or any of PeopleStrong's associate companies.

(c) other than in the proper and normal course of your duties, you will not at any time during the continuance of your employment or anytime after the termination of your employment, without the prior written consent of PeopleStrong, do or carry out any act or deed on behalf of PeopleStrong, which you are not expressly authorized to do or carry out in terms of the powers delegated to you by PeopleStrong, from time to time, or as may be required to be carried out by you in accordance with the relevant provisions of the companies act, 1956.

(d) without the prior written consent of PeopleStrong, directly or indirectly, during the term of your employment and for a period of twelve (12) months from the date of termination of your employment, for any reason, directly or indirectly, on your own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity which is competitive/in direct competition with the then-existing business of PeopleStrong.

(e) you shall not, during the term and twelve (12) months thereafter, market, sell or promote services/software that is substantially similar to the services/software of PeopleStrong. You shall not engage with any competitor of PeopleStrong or any other person for the similar services as being provided to PeopleStrong and its

customers, during the tenure of the contract and three years thereafter. However, the restrictions contained in this clause shall not apply to the e-learning platform

(f) you hereby warrant that during the term and for a period of twelve (12) months thereafter, (i) you shall not, directly, or indirectly, solicit for employment or employ any employee, officer, or independent contractor of PeopleStrong who performed any work in connection with the agreement, without prior written approval from PeopleStrong, (ii) you shall not engage with any other person for selling the same or similar product/services as being offered by PeopleStrong. The agreement shall commence and become effective from the effective date and shall continue to be in force for a period of twelve (12) months unless terminated earlier as provided in this agreement (“term”). Upon the termination of this agreement, the parties shall immediately destroy or return to the other party all the confidential information of the other party or copies thereof in its possession and in case of destruction, provide proof to the other party.

You will not at any time after your termination present yourself to be held out or presented as being in any way connected with or interested in the business of PeopleStrong or any of its associate companies; or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning PeopleStrong or any of its associate companies or any of its or their agents, consultants, directors, employees, officers, shareholders or workers.

While the restrictions set out above are considered to be reasonable in all the circumstances it is agreed that if any one or more of such restrictions either taken by itself or themselves together, are adjudged to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of PeopleStrong or any of its associate companies but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of its or their wording were deleted, restricted or limited in a particular manner then the restrictions set out above will apply with such deletions, restrictions or limitations as the case may be.

During the term of your employment with PeopleStrong and at all times thereafter, you will not make any false, defamatory, or disparaging statements about PeopleStrong or the employees, offices, or directors of PeopleStrong that are reasonably likely to cause damage to such entity or person.

## 10. Employment particulars & background verification

Your final appointment is contingent upon the successful completion of a background check. PeopleStrong may terminate your services without any compensation or notice thereof, should the results of your background investigation not be successful.

PeopleStrong may conduct your background verification either through PeopleStrong or by a third party at any time after joining PeopleStrong.

Your appointment will be subject to the verification of your credentials, testimonials, and other particulars mentioned by you during the recruitment and joining process. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated with immediate effect.

## 11. Service obligations

In the discharge of your duties and in the exercise of such powers as may be conferred on you from time to time, you shall at all times comply with all reasonable, lawful, and proper codes, policies, procedures, and rules made by PeopleStrong and any association or professional body to which PeopleStrong from time to time belongs, together with general laws, regulations, and requirements applicable to PeopleStrong from time to time. While in the employment of PeopleStrong, you shall (a) use your best endeavor to promote the business interests and welfare of PeopleStrong; (b) devote your full time, attention, and abilities during hours of work to the affairs of PeopleStrong; and (c) neither directly nor indirectly engage or be interested in engagement, the practice of any business, profession or vocation, including any activity, which competes directly or indirectly with activities of PeopleStrong or conflicts with your position in PeopleStrong (including without limitation any connected person).

## 12. Warranty and indemnification

You confirm, represent, and warrant that you are not bound by or subject to any agreement, arrangement, court order, obligation, or undertaking which in any way restricts or prohibits you from entering into, or performing your duties under, this appointment letter. You will indemnify and hold PeopleStrong harmless against all suits, claims, costs, damages, and expenses that PeopleStrong may incur in connection with any claim that you were so bound or subject to.

You will not knowingly use any trade secret, confidential information, or other intellectual property rights of any other party in the performance of your duties hereunder.

You confirm that as of the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with PeopleStrong is on a full-time basis, you shall not take up any assignment, including those in the nature of any business, profession, or vocation, without the prior written consent of PeopleStrong, which may be granted/refused at PeopleStrong's sole discretion.

## 13. Force majeure

PeopleStrong shall not be liable for any failure or delay in performance of this agreement for the period that such failure or delay is beyond its reasonable control and materially affects the performance of any of its obligations under this agreement.

## 14. Expenses

In addition to your remuneration, you will be reimbursed all reasonable expenses properly, wholly, exclusively, and necessarily incurred by you in the discharge of your duties under this appointment letter upon production of receipts or other evidence for them and subject to your complying with all the requirements of PeopleStrong's expenses policy from time to time in force.

## 15. Confidentiality