9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **July 5, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President

Accepted and Agreed

Harshavardhan C

Genpact India Private Limited
CIN: U73100DL2005PTC307363
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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genpact
Transformation Happens Here

BFS027385-6611065

ANNEXURE - II

COMPENSATION DETAILS

NAME	**Harshavardhan C**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia

Ritu Bhatia
Senior Vice President-HR

Accepted and Agreed

Harshavardhan C

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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Dear Harshavardhan C,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 4, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____

Harshavardhan C

Genpact India Private Limited
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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

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RE: Presentation_Video Round

Madhavi Medhekar <madhavi.medhekar@yash.com>

Fri 11/18/2022 6:38 PM

To: Abbas Ali Uppin-Depty Gen. Mngr-CS & IC <abbasa.uppin@presidencyuniversity.in>

Cc: Dr. B V Prabhu-Prof. & Asso.Director-CSIC <bvprabhu@presidencyuniversity.in>;Biswas <biswas@presidency.edu.in>;Manan Jain <manan.jain@yash.com>

Hello Mr.Abbas,

Thank you for the coordination throughout the process.
We have finalised Vanshika Sharma for the L&D vertical.
Designation-HR Trainee(L&D)
Date Of Joining- 28th Nov 2022
Location- Hyderabad

Please feel free to call me in case of any queries.

Thank You,
Madhavi
Human Resource | Hyderabad
Board No: 040-40403456 | Ext: 4162
Mobile: + 91-9100093138
www.yash.com

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31-Mar-23

vinay ram gr
#88banashankari nilaya 2nd cross kappagal road bellary
gopal swamy layout banglore

Dear vinay,

Letter of Appointment

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

1. Date of Joining: Your appointment will be effective from **31-Mar-23** or any other date mutually agreed upon in writing.

2. **Place of work:** Your place of work is **Yelahanka** . Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.

3. Reporting: You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.

4**. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only).** This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

5. **Medical**: You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

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6. **Group Insurance**: You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

7. Hours of Work: Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

8. Probation: You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

9. Age of Retirement: Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

10. Whole Time and Attention: During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company(and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

11.Leave: In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

12.Confidentiality: You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company.. You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

13.Disclosure: You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any

subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

14.Company Policies: You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

15.Return of Company Property: You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

16.Monitoring Policy: As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

17.Intellectual Property: Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product

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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

18. **Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable)* amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity)* in lieu of notice.

19. **Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

a. committed any act of gross misconduct; or

b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or

c. been guilty of conduct tending to bring yourself or the company into disrepute; or

d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or

e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
f. cease to hold the qualifications necessary for you to carry out your work with the company; or

g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or

h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or

i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.

j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

20. **Performance Monitoring** :You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.

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21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).

2. Copies of all years mark sheets of the highest qualification/Degree certificate

3. Copy of previous employer Salary Slip

4. Copy of Relieving Letter / Endorsed Resignation letter.

5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit

6. Copy of PAN Card

7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**
(formerly known as Religare Health Insurance Company Limited)

Rashi Ramani

Accepted and agreed by **vinay [illegible]**

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Head - Talent Acquisition & Talent Management

Annexure: 1

	Per Annum	Per Month
BASIC	180000	15000
ALLOWANCES		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
MONTHLY GROSS *		**25695**
BENEFITS:CONTRIBUTION BY ORGANISATION		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
TOTAL FIXED COST(TFC)	350004	

0
*** The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**
PF - 1800

**** Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**
***** Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.

- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.

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30-Mar-23

Prabhudeva NC

Dear Prabhudeva,

Letter of Appointment

With reference to our recent discussions regarding your possible employment with **Care Health Insurance Limited**, hereafter referred to as the Company, we are pleased to offer you the position of **Agency Manager** on the following terms and conditions defined herein:

1. Date of Joining: Your appointment will be effective from **30-Mar-23** or any other date mutually agreed upon in writing.

2. **Place of work:** Your place of work is **Bangalore - OTC Road**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.

3. Reporting: You will report to **Associate Regional Business Head - Agency** or any other designate person as specified by the Company from time to time.

4**. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 350000 (Rupees Three Lakh(s) Fifty Thousand Only).** This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure 1 provides your compensation break-up, as per the applicable Compensation Structure.

5. **Medical**: You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.

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6. **Group Insurance**: You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.

7. Hours of Work: Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

8. Probation: You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

9. Age of Retirement: Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years. However, at the sole discretion of the company retirement date can be extended on case to case to basis.

10. Whole Time and Attention: During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company(and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

11.Leave: In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

12.Confidentiality: You shall not during the course or even after cessation of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval. Any breach of this clause would be viewed with severity by the Management and a strict action shall be taken by the Company.. You may also be also required to execute and sign a separate Maintenance or Non-Disclosure Agreement.

13.Disclosure: You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any

subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

14.Company Policies: You will be governed by the Company's policies, as applicable at your grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

15.Return of Company Property: You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

16.Monitoring Policy: As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

Any data of customers, partners, employee or company contact data is strictly prohibited for circulation to anyone outside the Company and also you should restrain the circulation of data even for internal purpose except to the concerned employees of the Company.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

During Employment or cessation of your employment you cannot share any such data of the company pertaining to its customers, partners, employees, sensitive information

17.Intellectual Property: Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company's business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product

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information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

18. **Notice Period:** In case either the employer or the employee wishes to terminate the employment contract, a notice of 90 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity and GMC if applicable)* amount in lieu of any period and / or adjust notice period against your leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity)* in lieu of notice.

19. **Termination:** 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated void *ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

a. committed any act of gross misconduct; or

b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or

c. been guilty of conduct tending to bring yourself or the company into disrepute; or

d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or

e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
f. cease to hold the qualifications necessary for you to carry out your work with the company; or

g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or

h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or

i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.

j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

20. **Performance Monitoring** :You are required to deliver performance up to the expected levels as per the targets entrusted to you by reporting officer from time to time. In case your performance is not found to be satisfactory, you will be put under an appropriate Performance Improvement Plan. In case your performance does not improve even after you are put on such plan, the Company will review the matter of continuance of your employment and take appropriate action, including but not limited to termination.

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21. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.

22. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .

2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .

3. Clause headings do not form part or affect the interpretation of this letter of appointment.

23. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).

2. Copies of all years mark sheets of the highest qualification/Degree certificate

3. Copy of previous employer Salary Slip

4. Copy of Relieving Letter / Endorsed Resignation letter.

5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit

6. Copy of PAN Card

7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For **Care Health Insurance Limited**
(formerly known as Religare Health Insurance Company Limited)

Rashi Ramani

Accepted and agreed by **Prabhudeva M C**

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Head - Talent Acquisition & Talent Management

Annexure: 1

	Per Annum	Per Month
BASIC	180000	15000
ALLOWANCES		
House Rent Allowance	90000	7500
Education Allowance	19692	1641
MONTHLY GROSS *		**25695**
BENEFITS:CONTRIBUTION BY ORGANISATION		
Statutory Bonus	18648	1554
Provident Fund	21600	1800
Gratuity	8664	722
GMC	11400	950
TOTAL FIXED COST(TFC)	350004	

0
*** The following amount will be deducted from your monthly gross as your contribution towards statutory benefits**
PF - 1800

**** Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components**
***** Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization.**

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.

- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
  - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
  - Any outstanding loans or advances made to you by the Company; and/or
  - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
  - Any debt owed by you to the Company; and/or
  - Any other deductions permitted under applicable law including Tax.

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Date: 25/05/2023
Nitesh KN

Genpact Proprietary
Private & Confidential

42/95 1st Floor 1st Temple Street, 11th cross Malleshwaram, Near BJP office, Malleshwaram Bangalore 560003, Bangalore, Karnataka, India - 560003

Dear Nitesh

Sub: Appointment Letter

We are pleased to offer you an appointment with **Genpact** ("Company") as an **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will be **India, Bangalore Surya Park IN - Office** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject

7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for **60** days. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Nitesh Raju KN
Nitesh Raju KN (May 25, 2023 11:40 GMT+5.5)
25/05/2023

Genpact India Private Limited
DLF City, Phase V
Sector 53
Gurgaon, Haryana 122002, India.
T +91 124 283 2000; F +91 124 4022674

CIN: U73100DL2005PTC307363
Regd. Off:12A (Ground Floor), Prakash Deep Building, 7, Tolstoy Marg, New Delhi-110001
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8. Notice to terminate the services will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

10. The company reserves the right to terminate your employment on grounds of breach of policy,misconduct or where your performance has been found to be unsatisfactory.

11. You will automatically retire on attaining the age of 60 years.

12. Whilst employed by the Company:

a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
c. Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 8.
d. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
e. You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the company and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
f. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

13. Any violation of the above mentioned or any other Company procedures and policies wouldattract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice period.

Nitesh Raju K.N
Nitesh Raju K.N (May 25, 2023 11:45 GMT+5.5)
25/05/2023

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14. Upon separation from the Company on account of either resignation or termination or for any other reason, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.

15. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

16. You are required to submit your relieving letter in original from your previous employer (ifapplicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

17. All terms and conditions will be governed by the Company's policies as stated from time totime and the Company may in its sole discretion as it deems fit revoke or change such policies without any prior notice.

18. The terms of this offer shall be kept strictly confidential. You shall execute all other documentsas may be required to give effect to this offer.

19. Any and all disputes arising in connection with the appointment letter and services shall bereferred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Hyderabad** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of Courts at **Hyderabad**.

Your assignment is effective from **25/05/2023.**

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 09:15 am at **India, Bangalore Surya Park IN - Office**.

Warm Regards,

For Genpact

Ritu Bhatia

Ritu Bhatia
Vice President – Human Resources

Accepted and Agreed

Nitesh Raju K.N
Nitesh Raju KN (May 25, 2023 11:46 GMT+5.5)
25/05/2023

Nitesh KN

Nitesh Raju K.N
25/05/2023

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Annexure II

COMPENSATION DETAILS

Name	Nitesh KN	
Band	5B	
Designation	Senior Associate	
Location	Bangalore Surya Park IN - Office	
Components	**Amount (per month)**	**Amount (per annum)**
Basic	INR 21,250/-	INR 2,55,000/-
Company Contribution to Provident Fund (PF)	INR 2,550/-	INR 30,600/-
Housing Rent Allowance	INR 5,366.67/-	INR 64,400/-
FIXED PAY	**INR 29,166.67/-**	**INR 3,50,000/-**
ANNUAL PERFORMANCE BONUS*	**INR 7,200/-**	
Performance Linked Incentive**	**Amount (per Annum)**	
Best Performer	INR 60,000/-	
Average Performer	INR 35,500/-	
Low Performer	INR 0/-	
Total Earning Potential	**Amount (per Annum)**	
Best Performer	INR 4,10,000/-	
Average Performer	INR 3,85,500/-	
Low Performer	INR 3,50,000/-	
Benefits	**Amount (per Annum)**	
Life Insurance	INR 14,00,000/-	
Employee Deposit Linked Insurance Scheme (EDLIS)	As per Act	
Personal Accident/Disability Insurance (For Employee)	INR 14,00,000/-	
Medical Insurance covering hospitalization (For Employee)	INR 1,00,000/-	
Interest Free Soft Loan (Post 6 Months)	INR 10,000/-	
Out Patient Medical Facilities at Office	Free	
Company Contribution ESIC	As per Act	
Gratuity	INR 12,260/-	
Other Attractions		
Parichay (Employee Referral Scheme)	As per scheme	
Rewards & Recognition	As per Performance	
Education@work : Professional advancement programmes	As per scheme	
Concierge Services	Subsidized Rates	

Nitesh Raju KN

25/05/2023

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Notes:

* Employees not on Performance Linked Incentive Plan will be eligible for a different Annual Performance Bonus Plan than mentioned above. In such cases, Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above. Annual Performance Bonus payout however is ultimately determined based on company / individual Performance and prevailing company guidelines.
** Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with Business/Process.

The above-mentioned components/benefits are as per the prevalent company policy and/or applicable law and are subject to change.

- The aggregate of all bonus payouts paid to you during an accounting year including Annual Performance Bonus (APB), VIC (if any), and other bonus payouts (if any) shall be in lieu of profit-based bonus (if any), payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable)
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.

Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.

Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.

The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.

Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Warm Regards,

For Genpact

Ritu Bhatia

Ritu Bhatia
Vice President – Human Resources

Accepted and Agreed

Nitesh Raju KN
Nitesh Raju KN (May 25, 2023 11:46 GMT+5.5)
25/05/2023

Nitesh KN

Nitesh Raju KN
25/05/2023

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25/05/2023 **BFS027385 - 6611194**

Nitesh KN
42/95 1st Floor 1st Temple Street, Bangalore, Karnataka

Nitesh,

This is with reference to our letter of appointment dated **25 May 2023**. We are pleased to offer a one-time taxable payment of Rs. **50,000**/- as joining bonus amount on the following terms and conditions:

1) The above sign-on-bonus will be paid at the end of three (3) months from your date of joining; subject to satisfactory performance of the duties.

2) That you will serve GENPACT ("Company") for a period of **12** month(s) from the date of joining.

3) The sign-on-bonus shall become payable forthwith to the Company on the happening of any of the following events within the Lock-in Period:

a. Your relieving from the service of Company.
b. Termination of your services due to any breach of service terms, Company discipline or integrity policy.
c. Any other conduct due to which you are asked to leave the services of Company.

4) All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this document or the breach thereof shall be referred to sole Arbitrator appointed by the CEO of the Company and the award made in pursuance thereof shall be binding on the parties hereto. The Arbitration shall be governed as per the terms of the Arbitration and Conciliation Act 1996 or any modification or reenactment thereto

5) Any tax liability arising out of this payment shall be entirely borne by you.

Please sign a copy of this agreement as a token of your acceptance of the above terms.

Wishing you the very best.

With warm regards,

For Genpact

Ritu Bhatia

Ritu Bhatia
Vice President – Human Resources

Accepted and Agreed

Nitesh Raju KN
Nitesh Raju KN (May 25, 2023 11:46 GMT+5.5)
25/05/2023

Nitesh KN

Nitesh Raju KN
25/05/2023

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Genpact Appointment Letter

Final Audit Report 2023-05-25

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By:	Genpact Pan India Onboarding (genpactpanindia.onboarding@genpact.com)
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Document emailed to nitesh.raju@gmail.com for signature
2023-05-25 - 5:45:14 AM GMT

Email viewed by nitesh.raju@gmail.com
2023-05-25 - 5:45:48 AM GMT- IP address: 66.249.84.38

Signer nitesh.raju@gmail.com entered name at signing as Nitesh Raju KN
2023-05-25 - 6:16:14 AM GMT- IP address: 152.58.230.124

Document e-signed by Nitesh Raju KN (nitesh.raju@gmail.com)
Signature Date: 2023-05-25 - 6:16:16 AM GMT - Time Source: server- IP address: 152.58.230.124

Agreement completed.
2023-05-25 - 6:16:16 AM GMT

Adobe Acrobat Sign

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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BFS028504-6707580

Date: May 30, 2023
Rakshitha D
Bangalore

Dear Rakshitha

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Rakshitha D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Rakshitha D**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Rakshitha D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
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Dear Rakshitha D,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Rakshitha D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

BFS027385-6695275

Date: May 26, 2023
Lakshmi J
Bangalore

Dear Lakshmi

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited
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Tolstoy Marg, New Delhi-110001

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Lakshmi J

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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Registrar
BANGALORE

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Lakshmi J**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Lakshmi J

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Lakshmi J,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Lakshmi J

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BFS027385-6695294

Date: May 26, 2023
SINCHANA S
Bangalore

Dear SINCHANA

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited
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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Registrar
BANGALORE

9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

SINCHANA S

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**SINCHANA S**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

SINCHANA S

Genpact India Private Limited
CIN: U73100DL2005PTC307363
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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
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Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear SINCHANA S,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
SINCHANA S

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

BFS027385-6695276

Date: May 26, 2023
Sandesha S D
Bangalore

Dear Sandesha

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Sandesha S D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Sandesha S D**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Sandesha S D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
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REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Sandesha S D,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Sandesha S D

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REGISTRAR
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BFS028504-6707545

Date: May 30, 2023
Komal Singh
Bangalore

Dear Komal

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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BANGALORE

9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Komal Singh

Genpact India Private Limited
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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Komal Singh**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
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Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Komal Singh

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
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Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

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- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Komal Singh,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Komal Singh

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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

BFS028504-6707528

Date: May 30, 2023
Aishwarya D
Bangalore

Dear Aishwarya

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Aishwarya D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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BFS028504-6707528

ANNEXURE - II

COMPENSATION DETAILS

NAME	**Aishwarya D**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Aishwarya D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Aishwarya D,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Aishwarya D

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

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BFS031407-6707963

Date: May 30, 2023
Vaishnavi C N
Bangalore

Dear Vaishnavi

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Vaishnavi C N

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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PRESIDENCY UNIVERSITY Registrar BANGALORE

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Vaishnavi C N**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Vaishnavi C N

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Vaishnavi C N,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

Vaishnavi C N

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
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BFS027385-6695267

Date: May 26, 2023
Sumith H Sajjan
Bangalore

Dear Sumith H

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
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Registrar
BANGALORE

9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Sumith H Sajjan

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

REGISTRAR

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genpact
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BFS027385-6695267

ANNEXURE - II

COMPENSATION DETAILS

NAME	**Sumith H Sajjan**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Sumith H Sajjan

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
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Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Sumith H Sajjan,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Sumith H Sajjan

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

BFS027385-6695271

Date: May 26, 2023
CHAITHRA .M
Bangalore

Dear CHAITHRA

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

CHAITHRA .M

Genpact India Private Limited
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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**CHAITHRA .M**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

CHAITHRA .M

Genpact India Private Limited
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Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
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REGISTRAR

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
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Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear CHAITHRA .M,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
CHAITHRA .M

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

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BFS027385-6695270

Date: May 26, 2023
Rohith D
Bangalore

Dear Rohith

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Rohith D

Genpact India Private Limited
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**Rohith D**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Rohith D

Genpact India Private Limited
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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Rohith D,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 26, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Rohith D

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BFS028504-6602106

Date: May 30, 2023
ANJALI C S
Bangalore

Dear ANJALI

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

ANJALI C S

Genpact India Private Limited
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE - II

COMPENSATION DETAILS

NAME	**ANJALI C S**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

ANJALI C S

Genpact India Private Limited
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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear ANJALI C S,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
ANJALI C S

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

BFS028504-6705978

Date: May 30, 2023
Asgar Pasha K C
Bangalore

Dear Asgar

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Bangalore>Bangalore Surya Park IN - Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and carrer information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.

5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **June 29, 2023**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Asgar Pasha K C

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

*Please check the company policy for the applicable limit

5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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genpact
Transformation Happens Here

BFS028504-6705978

ANNEXURE - II

COMPENSATION DETAILS

NAME	**Asgar Pasha K C**
BAND	**5B**
DESIGNATION	**Senior Associate**
LOCATION	**India>Bangalore>Bangalore Surya Park IN - Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
FIXED PAY	**350,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
Benefits	**Amount (Per Annum)**
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia

Ritu Bhatia
Senior Vice President - HR

Accepted and Agreed

Asgar Pasha K C

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB,VIC(if any)and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act,1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year.You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act,1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Asgar Pasha K C,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated May 30, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*
***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.
The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.
We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here
Wishing you all the best!
Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date
Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Asgar Pasha K C

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi-110001

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

HayStack Marketing Services Pvt Ltd
785, 2nd Floor, 1st Cross, 12th Main, HAL 2nd Stage,
Indira Nagar, Bengaluru, Karnataka - 560008
CIN NO: CIN U74999KA2012PTC064335

30th November 2022

Sufiyan Ali,
Kamalnath Nagar opp/- St. Joseph Bhawan,
Bettiah, West Champaran,
Bihar – 845438

Dear Sufiyan,

We are delighted to offer you the position of Associate Manager in Operations Department with Haystack Marketing Services Pvt. Ltd (The Media Ant) under the following terms & conditions:

1. **Date of Commencement**:
   You will join the services of the Company latest by 06th March 2023 failing which this Contract stands canceled and void.

2. **Services**:
   You will be responsible for execution of the various assignments / tasks given to you from time to time and for the efficient functioning of your department. You will abide by the rules and regulations framed from time to time by the Company.

3. **Probation**:
   You will be on probation for a period of 3 months from the date of joining. During probation, if your performance is found unsatisfactory, your probation may be extended by a further period not exceeding 3 months or your services may be terminated, at the discretion of the Company.

4. **Hours of Work**:
   The Company follows a five-day week. You may report to the office between 9 am – 10 am and leave from office between 6 pm – 7 pm, subject to completion of work.

5. **Remuneration**:
   Please refer to Annexure 1 for compensation break-up and details.

6. **Location / Transferability**:
   You will be employed at Bangalore location, however your services are liable to be transferred on a permanent basis to any other location of the Company, after mutual discussion, if the business exigencies so demand.

   You may be required to travel to other locations of the Company or its affiliates as per business needs.

7. **Confidentiality**:

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

We trust you to use your best judgment and effort independently. You would also keep the Company's interests in mind in all your actions and ensure that sensitive Company information is also kept confidential.

8. **Notice of Termination**:
   If at any time and for any reason, You or the Company wish to discontinue this association, either party may do so giving one month's notice. During the probation period or its extension, the services can be terminated by either side, with or without cause, by giving a notice of 7 (seven) days.

   In both the cases mentioned above, if there is a shortfall in the notice period from either side, the same will be compensated by either side paying the salary amount for shortfall days. The salary in this case will include/mean the Basic Salary.

9. **Engagement in other Business**:
   During the term of your employment, you must not (without the Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

10. **Non-Competition**:
    During the Term hereof and for 1 year thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render services for, or engage in any business competing with the businesses of the Company or its associates or related Companies within India.

Congratulations! We look forward to working with you!

Best Wishes,

Samir Chaudhary
CEO

Accepted
Sufiyan Ali

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Annexure – 1
Salary Structure

Name:	Sufiyan Ali
Department:	Operations
Designation:	Associate Manager
Location:	Bangalore

Salary Components	Monthly	Annual
Basic	INR 12,122	INR 145,464
House Rent Allowance	INR 4,849	INR 58,186
Conveyance Allowance	INR 800	INR 9,600
Medical Allowance	INR 1,250	INR 15,000
Special Allowance	INR 11,284	INR 135,410
Sub Total (A) - Gross Salary	30,305.00	INR 363,660
Variable Component - B		36,366
Total Cost to Company - Annual - Total of A+B		INR 400,026

Accepted
Sufiyan Ali

REGISTRAR

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Note:

1. **Variable Component:** This amount is a variable pay-out with an upper limit of Rs. 36,366 /-per annum. It will be paid based on your achievement of the set KPIs as well as the overall Company/Business Unit performance.

   Calendar year will be taken into consideration and it will be paid on a quarterly basis and will be prorated from your date of joining.

2. **Statutory deductions**: As per Government rules, any statutory deductions, if applicable, will be made from the salary mentioned above.

3. **Expense Reimbursements**: The Company will reimburse authorized expenses you incur on Company business. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result of any reasonable expenses you incur on Company business.
   Claims for expenses will be subject to the Company's approval. The claim should be lodged promptly and must be accompanied by reasonable proof of the expenditure.

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PRESIDENCY UNIVERSITY Registrar BANGALORE

Annexure 2
Benefit Details

BENEFITS	TYPES	DESCRIPTION
LEAVE	Annual Leave	Employees can take leaves on need basis for events such as vacation, sickness and personal emergencies. Employees are eligible for 24 days of leaves per year.
	Maternity Leave	Women employees are entitled to 26 weeks (6 months) of paid Maternity leave.
	Birthday Leave	Employees can avail leave on their birthday.
	Wedding Anniversary Leave	Employees can avail leave on their wedding anniversary.
HOLIDAY	Public & Festive Holidays	Employees can avail upto 11 paid holidays in a year.
INSURANCE	Health Insurance	Employees are eligible for Health Insurance cover of Rs. 3 Lakh. The coverage includes employees only. 75% of the annual premium amount is paid by the Company & 25% is paid by the Employee.
GRATUITY	Monetary Benefit	On completion of 5 years of continuous service with the company, as per the policy in force at the time of this payment (@15/26 days Basic salary*no. of service years).

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

HayStack Marketing Services Pvt Ltd
785, 2nd Floor, 1st Cross, 12th Main, HAL 2nd Stage,
Indira Nagar, Bengaluru, Karnataka - 560008
CIN NO: CIN U74999KA2012PTC064335

30th November 2022

Punya Snehanand
A-105, Elite Green Woods,
Basapura,
Bangalore-560100

Dear Punya,

We are delighted to offer you the position of Associate Manager in Operations Department with Haystack Marketing Services Pvt. Ltd (The Media Ant) under the following terms & conditions:

1. **Date of Commencement**:
   You will join the services of the Company latest by 06th March 2023 failing which this Contract stands canceled and void.

2. **Services**:
   You will be responsible for execution of the various assignments / tasks given to you from time to time and for the efficient functioning of your department. You will abide by the rules and regulations framed from time to time by the Company.

3. **Probation**:
   You will be on probation for a period of 3 months from the date of joining. During probation, if your performance is found unsatisfactory, your probation may be extended by a further period not exceeding 3 months or your services may be terminated, at the discretion of the Company.

4. **Hours of Work**:
   The Company follows a five-day week. You may report to the office between 9 am – 10 am and leave from office between 6 pm – 7 pm, subject to completion of work.

5. **Remuneration**:
   Please refer to Annexure 1 for compensation break-up and details.

6. **Location / Transferability**:
   You will be employed at Bangalore location, however your services are liable to be transferred on a permanent basis to any other location of the Company, after mutual discussion, if the business exigencies so demand.

   You may be required to travel to other locations of the Company or its affiliates as per business needs.

7. **Confidentiality**:

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

We trust you to use your best judgment and effort independently. You would also keep the Company's interests in mind in all your actions and ensure that sensitive Company information is also kept confidential.

8. **Notice of Termination**:
   If at any time and for any reason, You or the Company wish to discontinue this association, either party may do so giving one month's notice. During the probation period or its extension, the services can be terminated by either side, with or without cause, by giving a notice of 7 (seven) days.

   In both the cases mentioned above, if there is a shortfall in the notice period from either side, the same will be compensated by either side paying the salary amount for shortfall days. The salary in this case will include/mean the Basic Salary.

9. **Engagement in other Business**:
   During the term of your employment, you must not (without the Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

10. **Non-Competition**:
    During the Term hereof and for 1 year thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render services for, or engage in any business competing with the businesses of the Company or its associates or related Companies within India.

Congratulations! We look forward to working with you!

Best Wishes,

Samir Chaudhary
CEO

Accepted
Punya Snehanand

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Annexure – 1
Salary Structure

Name:	Punya Snehanand
Department:	Operations
Designation:	Associate Manager
Location:	Bangalore

Salary Components	Monthly	Annual
Basic	INR 12,122	INR 145,464
House Rent Allowance	INR 4,849	INR 58,186
Conveyance Allowance	INR 800	INR 9,600
Medical Allowance	INR 1,250	INR 15,000
Special Allowance	INR 11,284	INR 135,410
Sub Total (A) - Gross Salary	30,305.00	INR 363,660
Variable Component - B		36,366
Total Cost to Company - Annual - Total of A+B		INR 400,026

Accepted
Punya Snehanand

REGISTRAR
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Note:

1. **Variable Component:** This amount is a variable pay-out with an upper limit of Rs. 36,366 /-per annum. It will be paid based on your achievement of the set KPIs as well as the overall Company/Business Unit performance.

   Calendar year will be taken into consideration and it will be paid on a quarterly basis and will be prorated from your date of joining.

2. **Statutory deductions**: As per Government rules, any statutory deductions, if applicable, will be made from the salary mentioned above.

3. **Expense Reimbursements**: The Company will reimburse authorized expenses you incur on Company business. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result of any reasonable expenses you incur on Company business.
   Claims for expenses will be subject to the Company's approval. The claim should be lodged promptly and must be accompanied by reasonable proof of the expenditure.

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PRESIDENCY UNIVERSITY Registrar BANGALORE

Annexure 2
Benefit Details

BENEFITS	TYPES	DESCRIPTION
LEAVE	Annual Leave	Employees can take leaves on need basis for events such as vacation, sickness and personal emergencies. Employees are eligible for 24 days of leaves per year.
	Maternity Leave	Women employees are entitled to 26 weeks (6 months) of paid Maternity leave.
	Birthday Leave	Employees can avail leave on their birthday.
	Wedding Anniversary Leave	Employees can avail leave on their wedding anniversary.
HOLIDAY	Public & Festive Holidays	Employees can avail upto 11 paid holidays in a year.
INSURANCE	Health Insurance	Employees are eligible for Health Insurance cover of Rs. 3 Lakh. The coverage includes employees only. 75% of the annual premium amount is paid by the Company & 25% is paid by the Employee.
GRATUITY	Monetary Benefit	On completion of 5 years of continuous service with the company, as per the policy in force at the time of this payment (@15/26 days Basic salary*no. of service years).

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

Date: Jan 13, 2023

To:

Mr. Sherin Mathew,

S/o Mr. Sunil Mathew,

Poovathummootil H Koothrappally PO,
Karukachal
Kottayam
Kerala - 686540
Kerala

Dear Sherin,

Congratulations!

We are delighted to offer you the position of **Business Development Associate** at MarketXpander and we look forward to a mutually fulfilling association.

We are very excited about the potential that you bring to the company and hope that you will find excellent opportunities to learn, contribute and grow.

Please find enclosed your employment letter and other details.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Soumyakant Singh
Director – Human Resources
MarketXpander

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Sherin,

We are pleased to offer you a position of **Business Development Associate** to you **at MarketXpander Services Private Limited ("Company").** Your total cost to company will be **₹10,00,000 (INR Ten Lakhs Only) per annum** and you will be at **Level X0** in the organization. The break-up of the compensation and benefits applicable to you are set out in **Annexure 1** hereto and shall constitute our offer to you in full.

It is very important that you keep the terms of this employment letter highly confidential at all times. Please note that these terms are based on an individual's experience, background and potential, and are unique to each individual.

This employment letter contains the broad terms and conditions of your service which shall be subject to change from time to time ("**Employment Letter**").

Appointment:

a) Your date of appointment is effective on or before **Mar 20, 2023.**
b) This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/ full–time work, without the prior written consent of the company.
c) You will be on probation for a period of **3 (Three)** months from the date of your appointment. You will continue to be on probation until the Company confirms your employment in writing upon such terms as are communicated to you. Your confirmation will be based on the evaluation of your performance, mutual compatibility, and your potential.
d) You could be transferred to any of other offices / branches / subsidiaries/ affiliates, either domestic or abroad, should the need arise.
e) You agree to abide by the company's rules, regulations, and policies ("**Company Policies**") as may be in effect from time to time with respect to your function, grade or location where you work in.
f) Your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday) unless terminated in accordance with the terms hereof. For this purpose, the date of birth as declared in the employee personal details form will be treated as final.

I. Compensation:

a) Your total annual cost to company will be **₹10,00,000 (INR Ten Lakhs Only)** which includes **₹7,00,000 (INR Seven Lakhs Only)** as fixed component and **₹3,00,000 (INR Three Lakhs Only)** of annual performance linked variable pay. The variable component payout cycle will be as per company policy.
b) Subject to all applicable statutory deductions and withholding taxes, you will be entitled to compensation and benefits as set out in Annexure 1 hereto which may be subject to revision in accordance with the Company Policies as modified and intimated to you from time to time.
c) Your salary will be reviewed periodically as per Company Policies.
d) Changes in your compensation and benefits are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

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II. Benefits:

You will be entitled to the following:

a) You are eligible for leaves and holidays as per the company policy.
b) 'Leave Travel Assistance' as per the policy of the company.
c) You will be eligible to participate in the Company Group Medical Insurance, Company Group Personal Accidental Insurance program and Employee Benefits Program comprising of gratuity policy as per the eligibility based on Payment of Gratuity Act.

III. Confidentiality, IP Assignment, Non-Solicit and Non-Disclosure:

In consideration of the opportunities, training and access to new techniques and know- how that will be made available to you, you will be required to execute an Employee Confidentiality, IP Assignment, Non-Solicit and Non-Disclosure Agreement ("**Supplemental Agreement**") primarily to address working standards and business interests. The said Supplemental Agreement shall be considered as part of this Employment Letter and the Company shall have the right to terminate your employment in accordance with the terms hereof in case of breach of any material terms of the said Supplemental Agreement.

IV. Background check, Health check and References:

We would be conducting a background, health and reference check on your employment details. Your joining us is contingent upon our obtaining a satisfactory report on the background check and conducted by our approved agency to employment, experience, work history etc. You also undertake to ensure that all information provided by you is accurate and up to date at all times.

V. Duties and Responsibilities:

You shall, during your employment term:

a) observe and comply with the Company Policies as may be varied from time to time.
b) undertake to perform your duties in a proper and efficient manner with all due care, skill and diligence and comply with all lawful orders and instructions given by the Company in this regard.
c) use your best endeavors to promote the interests of the Company; and
d) promptly disclose to the Company each business opportunity of a type which, based upon its prospects and relationship to the business, the Company might reasonably consider pursuing. In the event of termination of your employment, the Company shall have the exclusive right to participate in or undertake any such opportunity on its own behalf, without any involvement by or compensation to you.

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VI. Termination:

Either party may terminate the appointment by giving the other party **30 (Thirty)** days' written notice during the probationary period and **60 (Sixty)** days' written notice on confirmation. The Company reserves the right to pay or recover basic salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period and is entitled to pay salary only for the days you were in service. However, if the Company desires that you continue your employment during the notice period, you will do so.
If you are absent for a continuous period of 3 (three) working days without obtaining your manager's approval, the Company may construe this as an act of abandonment and the same will be deemed as your notice to terminate this employment.
Notwithstanding anything stated in this Employment Letter, the Company shall also be entitled to terminate your employment, if you commit an act of, or engage in action or inaction constituting:

a) an act of embezzlement, fraud, dishonesty, theft or breach of fiduciary duty to the Company;
b) deliberate disregard of the rules of the Company, by you, resulting in loss, damage, or injury to the Company;
c) any unauthorized disclosure, by you, of any of the secrets or confidential information of the Company;
d) inducement of any client or customer of the Company, by you, to break any contract with the Company;
e) inducement of any principal, by you, for whom the Company acts as an agent to terminate the agency relationship;
f) unfair competition with the Company;
g) you having become of unsound mind or an undischarged insolvent;
h) you being convicted of a criminal offence punishable with imprisonment or any act of moral turpitude, dishonesty, gross misconduct, fraud against the Company (or any subsidiary thereof) or having committed any intentional illegal conduct in the course of your employment, which prejudicially affects the material interests of the Company or is materially injurious to the Company (or any subsidiary thereof or both taken as a whole), in each case as determined by the board of directors of the Company;
i) a breach of any material term of this Employment Letter or any other agreement between you and the Company (including the Supplemental Agreement); or
j) willful, substantial and continuing neglect or inattention by you of the material duties of your employment or misconduct or gross negligence by you in connection with the performance of such duties.

Then, and in any or each such instance, the Company may, immediately upon notice to you, terminate your employment hereunder and, in the event of any such termination, you shall no longer have any right to any benefits (including future payments of salary) which would otherwise have accrued after such termination.
If in the sole opinion of the Company, you are unable to carry out the responsibilities and functions of the position held by you by reason of any physical or mental impairment for more than 60 (sixty) days in any 12 (twelve) month period, then, the Company may terminate your employment by providing you minimum notice of 30 (thirty) days in relation to such termination.

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VII. Validity of the employment letter:

We would appreciate your acknowledging the receipt of this Employment Letter and acceptance of this offer within **7 (Seven)** days from the date mentioned in this Employment Letter, failing which this offer, and Employment Letter will stand withdrawn.

On the day of joining, you are requested to be present at 10:30 AM for your on-boarding formalities at **2nd and 3rd Floor Omega Block Cessna Business Park Embassy Tech Square Kadubeesanahalli Bangalore - 560102**

On the day of joining, kindly contact our representative in HR Operations department.

Sincerely,

For MarketXpander Services Private Limited,

_____

Soumyakant Singh
Director – Human Resources
MarketXpander

Annexure to the Employment Letter

Annexure 1: Compensation break-up
Annexure 2: Documents to be submitted on the day of joining

ACCEPTANCE

I, **Sherin Mathew,** have read, understood, and agree to accept the employment on the terms and conditions mentioned in this appointment letter and the annexes.

Name: _____ Signature: _____

Date : _____ Date of Joining (DD/MM/YY): _____

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Annexure 1: Compensation break-up of ₹7,00,000

Name	Designation	Level	Fixed CTC (₹)
Sherin Mathew	Business Development Associate	X0	7,00,000

Components	Annual (₹)	Monthly (₹)
Basic	280000	23333
HRA	140000	11667
Flexible Benefits Package (*)	134400	11200
Allowance in lieu of Employer's Contribution to PF	21600	1800
Special Allowance	124000	10333
Fixed CTC	**700000**	**58333**

Flexible Benefits Package	Annual (₹)	Monthly (₹)
Telephone Reimbursements	24000	2000
Professional Development Allowance	28000	2333
LTA	28000	2333
Employer contribution for NPS	28000	2333
Food Allowance	26400	2200

(*) FBP components are paid against bills. Unclaimed amount is carried forward to subsequent month. Unclaimed amount at the end of the year is paid as special allowance. An employee can choose to get this paid as a part of special allowance on monthly basis in which case it is completely taxable.

(#) Taxes are applicable as per statutory rules.

Annexure 2: Documents to be submitted on the joining day

1. PAN card copy
2. Aadhar Card
3. Passport copy (first and last page, all pages VISA stamps)
4. Four passport sized photographs (White Background)
5. SSLC/Class 10 certificate copy and marksheets
6. Copies of all education certificates and marksheets
7. Relieving letter of previous organization
8. Salary slips of previous organization
9. Income Tax Statement from previous employer

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

JARANYA KHAN

Appointment: Business Development Associate

Dear ARANYA KHAN,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.

ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. Confidentiality

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

OliveBoard Comptech Private Limited
CIN: U72200KA2012PTC062995

2nd floor, L-147, Lakshmi Chambers, Sector 6,
HSR Layout, Bengaluru, Karnataka, 560102, IN

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

B BHARGAVI

Appointment: Business Development Associate

Dear B BHARGAVI,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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Girnar NewTel Solutions Pvt. Ltd.
B2-108, 6th B Cross, Yelahanka NewTown
Bengaluru 560106, +91-80-40999764, OnthegO.Ai

Date: Feb 12th, 2022

E Code: NEW478

GAYATRI S NAIR,
KRISHNA NILAYAM PANAVETTATHU,KUTTEMPEROOR P.O,
MANNAR, ALAPPUZHA, KERALA, Alappuzha,
Alappuzha, Kerala - 689623

Sub: Letter of Appointment

Dear **GAYATRI S NAIR,**

This refers to your application dated **23/01/2023** and subsequent interview with us. We are pleased to inform you that you have been selected as **Management Trainee** at **Bangalore** w.e.f **03/04/2023** on the following terms & conditions:

1. Salary & Other Benefits: -

1.1. You will be paid Annual salary of CTC as **5,10,000/-** I.e., **FIVE LAKHS TEN THOUSAND ONLY.** A detailed break up has been provided in Annexure-A

1.2. Fixed salary will accrue for a calendar month. The same will be paid on or before 10th of the every month.

1.3. You will be under Probation for 3months from your date of joining and on completion of probation, it is mandatory to continue your service for One Year with Girnar NewTel Solutions Pvt. Ltd from your date of joining.

1.4. 3 Months of notice period is mandatory if you want to relieve from the organization.

1.5. Note: All Statutory deductions will be made on the above payments as per the applicable laws.

1.6 You will be eligible for a joining bonus of 1600 stock options as per the company ESOP scheme. The shares will vest equally at 400 shares every year over 4 years of successful completion of service, at a strike price of Rs. 60 a share.

2. Statutory Benefits:-

2.1. You will be entitled to statutory benefits such as Employee's State Insurance Corporation Insurance (ESIC), Employees' Provident Fund & Employees' Pension Fund, as may be admissible in law.

2.2. In case, you are required to undertake any travel or journey and stay overnight in the course of performance of your duties, such travel / overnight stay shall be governed by the rules as

framed by the Company and applicable to you at relevant point of time.

3. **During the course of your Tenure of appointment:**

3.1. You may be deputed to work with any of our clients and/or handling work for any of our clients. However, your said working with our clients and/or handling their work will not create any relationship of employee and employer between you and our client concerned, nor any claim of yours for absorption in the regular cadre of our client's employment or in our organization shall be legally tenable.

3.2. Your services may be transferred from one Business/ Territory / Region/ Zone to another Territory/ Region / Zone in India, where branch/ project office of the company is already in existence or may be set up at any time in future.

4. **During the period of your tenure, you would:-**

4.1. Adhere to work norms as would be laid down by your superior(s) and/ or client concerned and in case you fail to fulfill, achieve and/or adhere to the work norms and/ or do work which is rejected/detrimental to the interest of the company, your services would be liable to be terminated, at any time, without further notice to you.

4.2. Perform your work diligently, honestly and maintain a high standard of loyalty, efficiency and Secrecy.

4.3. You shall strive hard to promote the interest of the Company and shall not do anything, which will be detrimental and prejudicial to the interest of the Company, nor shall you do anything, which will spoil the reputation of the Company even at the non business hours of the Company.

5. **During the period of your tenure with us:**

5.1. You will be governed by the Rules & Regulations of the company, as may be framed or revised by the company, except in respect of matters for which the express provisions have been made above.

5.2. You will neither work (full time or part time), either directly or indirectly for any other person/ organization in any capacity.

5.3. You shall not take up any other part time or full time work or employment either directly or indirectly for any other person / organization for remuneration or otherwise or engage yourself in any trade, business or occupation without prior permission of the Company.

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6. **Suspension / Layoff/ exit based on medical issues:**

6.1. The Company, at its sole discretion, may suspend you from your duties, pending disciplinary enquiry or investigation for any misconduct alleged to have been committed by you during the course of tenure under the Contract or applicable law.

6.2. The Company may give you lay—off as per the provisions of law prevailing at relevant point of time.

6.3. Your Appointment shall be subject to your producing physical fitness certificate from Registered Medical Practitioner. The Company may in its sole discretion, subject you to Medical examination as and when required during your employment and decision of the doctor, nominated by the Company in respect of your health status shall be final and binding on you.

7. **Termination of Service: -**

7.1. During the period of probation(for the period of 3 months unless the company feels it needs to be extended for the time period as it deem fit), your services can be terminated on either side without giving you any notice and/or without assigning any reason thereof.

7.2. After you are confirmed in the services of the company, your services may be terminated by the company with one month's notice or salary (i.e. Basic + DA) in lieu thereof resignation tendered by you, unless accepted by the company in writing, shall not be effective.

7.3. If you absent yourself without leave or remain absent for seven days beyond the period of leave originally granted or subsequently extended, you shall be treated to have left our service on your own accord without giving any notice. We may, however, consider to hire you if you return to your work within eight days of the commencement of your absence, referred to above and give an explanation to the satisfaction of the company regarding such an absence.

7.4. Your services will be liable to be terminated:-

7.4.1. Without being exhaustive, if you indulge in any indecent behavior with any of your colleagues within our organization or our client's organization or any activity, found objectionable to us.

7.4.2. If you are found/reported to have indulged or associated in any activity, which would without being exhaustive, include any anti-social, anti-national or immoral activity and also any activity against the interest of our organization.

7.4.3. If any information declared by you or documents submitted by you, at the time of your

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interview / selection is found to be incorrect, forged or fabricated.

8. <u>While deputed at the premises of any of our client:</u> -

8.1. You shall follow rules, procedure, practices prescribed by the client concerned relating to safety & health.

8.2. You will maintain decorum of our client concerned and shall not commit breach of any rules & regulations of client concerned.

8.3. You shall regularly & punctually report for work and be present at client's designated location during the working hours intimated to you.

8.4. You shall extend all cooperation to the employees of client concerned, their consultants/ representatives etc. and do all such things as may be necessary and comply with all terms of the applicable work/assignment so as to effectively undertake the work! assignment.

8.5. Any information/material of any of our clients coming to your knowledge or possession, during the term of the work/ assignment shall be maintained secret and confidential and you shall not divulge the same to any person in any manner and at any time whatsoever.

8.6. Any material in your possession shall be returned to the client concerned on completion of the work/assignment.

9. <u>General:</u> -

9.1. If your salary is taxable, under Income Tax Act, you are required to produce the attested copy of your PAN card, issued by Income Tax Authorities, failing which your salary will not be released.

9.2. Please note that our company disburses the salary through Direct Credit to employee's bank account. You are requested to produce attested proof of your bank A/c on the date of your joining the service of the company, failing which your salary will not be released.

9.3. Your address as indicated above shall be deemed to be correct unless the change therein has been communicated by you and every communication addressed to you at the aforesaid address shall be deemed to have been served upon you. In case there is any change in residential address, you will intimate the same in writing to the Human Resources Department / Manager within seven days from the occurrence of such a change of address.

10. <u>Leaves:</u> -

10.1. For every one month of service, you will be entitled to one leave in a calendar month which needs to be availed in the same calendar month.

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In case, above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of having accepted the same.

Yours sincerely,

For Girnar Newtel Solutions Pvt Ltd.

Jay Kumar Kolakaluri

Digitally signed by Jay Kumar Kolakaluri
Date: 2023.02.12 21:07:00 +05'30'

(Authorized Signatory)

Acknowledgment& Acceptance

I have read & understood the terms and conditions of my appointment as contained in this letter, which are acceptable to me. I would join the service on **Apr 03rd, 2022**.

Signature

Name: **GAYATRI S NAIR**

Date: Feb 12th, 2022

Note: All Statutory deductions will be made on the above payments as per the applicable laws.

Note: - For any queries / help please call us back on 93422 51234**.**

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Declaration

I hereby declare that I will submit the following documents as a part of joining process.

I am aware and agree that if I do not submit the following documents, my salary will not be Processed.

1. Appointment Letter Acknowledgment
2. Joining Form
3. PF Form
4. ESIC Declaration Form
5. Reference Check Form
6. Education Certificates Copies
7. ID Proof
8. Address Proof
9. Passport size Photographs(4 Nos)
10. Bank Account Details(Canceled Cheque Leaf)
11. Copy of PAN Card

Signature

Name: **GAYATRI S NAIR**

Emp-Code: **NEW478**

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To

The HR Manager

Girnar NewTel Solutions Pvt. Ltd.

Subject: Joining Letter

Dear Sir,

I am pleased to accept your offer and I have honor to inform you that I am Joining the company from today as a _____(Position Name) in respect to your appointment letter dated _____(Appointment Letter dated) , Ref no._____(Employment Reference Number) and would like to start my service from _____(Date of Joining).

I understand and accept the terms & conditions of employment that you explained in your appointment letter.

I would be kind enough if you accept this joining letter and take necessary official procedures in this connection.

Yours Sincerely,

Employee Name: **GAYATRI S NAIR**

Cell:

Email:

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ANNEXURE - A

Feb 12th, 2022

To,

GAYATRI S NAIR

Employee Code: **NEW478**

Sub: Salary Revision Letter

Dear **GAYATRI S NAIR**,

Congratulations! Girnar Newtel team is pleased to inform you that you have been Promoted as Management Trainee and your CTC has been revised to **INR 5,10,000/-** per Annum with effective from **03/04/2023** as per the following details.

S. No	Particulars	Per Month	Per Annum
1	Basic	16250	195000
2	HRA	6500	78000
3	Medical Reim	1250	15000
4	Conveyance	1600	19200
5	Statutory Bonus	1354	16244
6	Other Special allowance	5546	66557
7	Provident Fund	0	0
8	Monthly Performance Bonus	5000	60000
9	Annual Performance Bonus	0	60000
	CTC	**37500**	**510000**

Note: Subject to tax deduction at source and deduction of all other government taxes as applicable.

This change will be effective **03/04/2022** and will be paid with **05/2023** salary or before. Monthly salary will be paid on or before the 10th of every month.

Notice period 3 months is mandatory if you want to relieve from the organization.

We thank you for your contribution and look forward to your continuous Support.

For Girnar Newtel Solutions Pvt. Ltd.

Jay Kumar Kolakaluri
Digitally signed by Jay Kumar Kolakaluri
Date: 2023.02.12 21:07:21 +05'30'

Authorized Signatory

GAYATRI S NAIR

Management Trainee

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

JAYARAM JAYESH

Appointment: Business Development Associate

Dear JAYARAM JAYESH,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

SIJO RAJ R

Appointment: Business Development Associate

Dear SIJO RAJ R,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

Bysani Niharika

Appointment: Business Development Associate

Dear Bysani Niharika,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

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You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

DHRITI J MAHADIKAR

Appointment: Business Development Associate

Dear DHRITI J MAHADIKAR,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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PRESIDENCY UNIVERSITY BANGALORE
Registrar

3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

CHAVA TIRUMALA TEJA LAXMAN

Appointment: Business Development Associate

Dear CHAVA TIRUMALA TEJA LAXMAN,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

MISBA Hayath

Appointment: Business Development Associate

Dear MISBA Hayath,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

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2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

CK Bharath

Appointment: Business Development Associate

Dear CK Bharath,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

VAIBHAV SINGH

Appointment: Business Development Associate

Dear VAIBHAV SINGH,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

AKSHAY RN

Appointment: Business Development Associate

Dear AKSHAY RN,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

DHANUSH J SUMUK

Appointment: Business Development Associate

Dear DHANUSH J SUMUK,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

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You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
Registrar
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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

Sushma Gumma

Appointment: Business Development Associate

Dear Sushma Gumma,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

RAVICHANDRA N

Appointment: Business Development Associate

Dear RAVICHANDRA N,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

ASHIKA K H

Appointment: Business Development Associate

Dear ASHIKA K H,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

REGISTRAR
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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

SENKU SARATH KUMAR

Appointment: Business Development Associate

Dear SENKU SARATH KUMAR,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

BHARATH P

Appointment: Business Development Associate

Dear BHARATH P,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

Rathiesh K s

Appointment: Business Development Associate

Dear Rathiesh K s,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

SONALI B B

Appointment: Business Development Associate

Dear SONALI B B,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

KARTHIK T

Appointment: Business Development Associate

Dear KARTHIK T,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

Vinay

Appointment: Business Development Associate

Dear Vinay,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

REGISTRAR
PRESIDENCY UNIVERSITY
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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

CHETHAN R

Appointment: Business Development Associate

Dear CHETHAN R,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

RAJITA

Appointment: Business Development Associate

Dear RAJITA,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

KIRAN S

Appointment: Business Development Associate

Dear KIRAN S,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

REVANTH REDDY P

Appointment: Business Development Associate

Dear REVANTH REDDY P,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

APARNA S

Appointment: Business Development Associate

Dear APARNA S,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
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ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

SIDHARTH K

Appointment: Business Development Associate

Dear SIDHARTH K,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

Dokku Kumar sai Yadav

Appointment: Business Development Associate

Dear Dokku Kumar sai Yadav,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
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BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

SAISHARAN V

Appointment: Business Development Associate

Dear SAISHARAN V,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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Registrar

6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

REGISTRAR
PRESIDENCY UNIVERSITY BANGALORE
Registrar

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

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14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

REGISTRAR
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18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
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EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

NAVANEETH N

Appointment: Business Development Associate

Dear NAVANEETH N,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **03-April-2023,** subject to the following terms and conditions. This offer of appointment is valid until **11-Feb-2023** for acceptance. If we do not hear from you by **11-Feb-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statues and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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3. Probation

You will be placed on probation for a period of 3-6 months i.e., once the 10 days of unpaid OJT has been completed from your date of joining. During the probation period you are eligible for a remuneration of **INR 25,000 Thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES).** Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days,** fifty-four (54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

5. Emoluments and taxes

i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices. ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. in total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable

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6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

   i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
   ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
   iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
   iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
   v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
   vi. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

REGISTRAR
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2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

i. not to enter any premises of the Company; and/or
ii. to refrain from business contact with any customers, clients or other employees of the Company.

3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

8. Restraint on activities

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

9. Post Termination

1. NON-SOLICITATION

i. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
ii. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

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PRESIDENCY UNIVERSITY BANGALORE
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2. NON-COMPETE

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

10. Publication

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

11. **Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

12. Intellectual property

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

REGISTRAR
PRESIDENCY UNIVERSITY BANGALORE
Registrar

14. Retirement

You will retire from the services of the Company on attaining the age of superannuation [58 years].

15. Conditions

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

16. Rules of the company in force and governing law

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

17. Leave Entitlement

Full-time employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

18. BYOD Framework

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

Dinesh Singh
Head of Human Resource
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): _____

Place & Date: _____

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PRESIDENCY UNIVERSITY
Registrar
BANGALORE

ANNEXURE

S. No.	PARTICULARS
1.	• Professional / Educational Certificates. • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. • Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

REGISTRAR
PRESIDENCY UNIVERSITY Registrar BANGALORE

VMART/HR/OFFER/27-January-2023

Date: 27-January-2023

PRICE "LESS" FASHION

OFFER LETTER

Mr. Aswathi RP

Dear Aswathi RP,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee-Store Operations"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **20-March-2023** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Aswathi RP

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V-MART RETAIL LTD.
CIN- L51909DL2002PLC163727
Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092

V MART

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Name	ASWATHI RP		
Designation	Management Trainee- Store Operations		
Location	Karnataka		
Salary Components		Monthly	Annual
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Aswathi RP

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

VMART/HR/OFFER/27-January-2023

Date: 27-January-2023

PRICE "LESS" FASHION

OFFER LETTER

Mr. Sanjana Paul

Dear Sanjana,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee-Store Operations"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **20-March-2023** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Sanjana Paul

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V MART

PRICE "LESS" FASHION

Name	SANJANA PAUL		
Designation	Management Trainee- Store Operations		
Location	Karnataka		
Salary Components		**Monthly**	**Annual**
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Sanjana Paul

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

VMART/HR/OFFER/13-December-2022

Date: 13-December-2022

PRICE "LESS" FASHION

OFFER LETTER

Mr. Vikramraj Purohit

Dear Vikramraj,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee- Store Operation"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **23-January-2023** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Vikramraj Purohit

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V MART

PRICE "LESS" FASHION

Name	VIKRAMRAJ PUROHIT
Designation	Management Trainee-Store Operation
Location	Karnataka

Salary Components		Monthly	Annual
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Vikramraj Purohit

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

VMART/HR/OFFER/15-December-2022

PRICE "LESS" FASHION

Date: 15-December-2022

OFFER LETTER

Mr. Steve Austin

Dear Steve Austin,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **23-January-2022** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Steve Austin

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V-MART RETAIL LTD.
CIN- L51909DL2002PLC163727
Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092

V MART

PRICE "LESS" FASHION

Name	STEVE AUSTIN
Designation	Management Trainee-Store Operations
Location	Karnataka

	Salary Components	Monthly	Annual
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Steve Austin

V-MART RETAIL LTD.

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REGISTRAR

PRESIDENCY UNIVERSITY BANGALORE Registrar

VMART/HR/OFFER/15-December-2022

PRICE "LESS" FASHION

Date: 15-December-2022

OFFER LETTER

Mr. Kasala Vikram Reddy

Dear Kasala Vikram,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **23-January-2022** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Kasala Vikram Reddy

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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V MART

PRICE "LESS" FASHION

Name	KASALA VIKRAM REDDY		
Designation	Management Trainee-Store Operations		
Location	Karnataka		
Salary Components		**Monthly**	**Annual**
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Kasala Vikram Reddy

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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VMART/HR/OFFER/15-December-2022

PRICE "LESS" FASHION

Date: 15-December-2022

OFFER LETTER

Mr. Nithin Chandran. N

Dear Nithin Chandran. N,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **23-January-2022** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Nithin Chandran. N

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V MART

PRICE "LESS" FASHION

Name	NITHIN CHANDRAN. N		
Designation	Management Trainee-Store Operations		
Location	Karnataka		
Salary Components		**Monthly**	**Annual**
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Nithin Chandran. N

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

VMART/HR/OFFER/13-December-2022

Date: 13-December-2022

PRICE "LESS" FASHION

OFFER LETTER

Mr. Bhavana M

Dear Bhavana,

This has reference to your application date and subsequent interview you had with us, for the position of **"Management Trainee"** in our organization. We are pleased to confirm the offer of employment for the position of **"Management Trainee-Store Operations"** on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **23-January-2023** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Bhavana M

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

V-MART RETAIL LTD.
CIN- L51909DL2002PLC163727
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Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092

V MART

PRICE "LESS" FASHION

Name	BHAVANA M		
Designation	Management Trainee-Store Operations		
Location	Karnataka		
Salary Components		**Monthly**	**Annual**
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
Total Gross Salary (A)		**24,800**	**2,97,600**
Employee Contribution	**Employee PF**	**1,800**	**21,600**
Salary Take Home		**23,000**	**2,76,000**
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
Total Statutory and other benefits (B)		**4,421**	**53,054**
Total CTC (A + B)		**29,221**	**3,50,654**

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Bhavana M

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Offer Letter - Confidential

Pagunta Aarthi
13-121/1 Srinivasa Nagar colony, Badepally Village,
Jadcharla , Mandal, Mahbubnagar
Telangana - 509302

Date: 20th Apr'23

Dear **Pagunta**,

Congratulations!

We are pleased to appoint you as **"Junior Manager – School Solutions – "Acquisitions"** in **Band - 5**, in our Company i.e., **"Proelium Learning Solutions Pvt. Ltd."** You shall be governed by the rules, regulations and other company policies including without limitation the policies as uploaded on payroll portal, as applicable, enforced, amended, or altered fromtimetotime duringthecourseof your employment.

You areasfollows:

1. ACCEPTANCEAND COMMENCEMENT

a. Your appointment will be effective on your joining date **1st Day of May, 2023.** Please contact usimmediately if yourequireanalternative joiningdate.If you donotconfirmyouracceptanceorweareunabletosetanalternative date,thisoffer willbeconsideredwithdrawn.Toconfirmyouracceptance ofthisoffer,youare requiredto:

- Respond within 3 days via email in order to communicate acceptance of the offerandtoconfirm your joining date. Please note that if you do not send your acceptance to the email ID i.e., **talent@edac.co.in** you will not be allowed to join on the joining date specified above.
- Any change ofjoining date mustbe senttothe email IDat least **2** days priorto youroriginal joiningdate.
- Submit the documents mentioned in **Annexure 'A'**.

2. INITIAL POSTING, PROBATION AND TRANSFER

a. Your initial place of posting shall be at**Hyderabad, Telangana.**

b. On joining the Company, you would be on probation for **3 (three) months ("Probation Period").** During this period, your employment could be terminated on a 15 days' notice. You would also be allowed to resign from the services of the Company by similarly giving a 15 days' notice in writing. After satisfactory completion of Probationary Period, your services shall deem to be confirmed, unless the contrary to the same is communicated to you in writing.

c. During the period of your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or to any other

subsidiary or affiliate of the company or to any other location of the company. In such event the termsand conditions governing yourservice shall be those applicable at the location of transfer orthoseasapplicableto employeesof suchsubsidiaryor affiliate as the case maybe.

3. EMOLUMENTS AND TAXES: -

a. Yourremuneration willbe asperthedetails provided in **Annexure `A'** annexed hereto.

b. The Company will deduct taxes and other statutory dues as may be applicable from time totime from the remuneration payable to you. You will be personally responsible for your tax liabilities and otherdues. The Company shall also be entitled to deduct any other sums as may berecoverable fromyou from time to time.

4. LEAVE POLICY & ABSENCE

a. You will be entitled to 44 days of Annual Paid leave (18 earned Leaves, 12 casual/sick leave, and 14 leaves including national and local festive Leaves). Annual leaves taken are subject to company's policy. Your leave entitlement is calculated according to the Company's leave year.Such leave year runs from January to December. In the leave year in which your employmentcommences, or terminates, your holiday entitlement will be calculated on a pro rata basis (rounded up/down to the nearest completeday)foreach complete monthworked.

b. In the event of your absence from work due to sickness or injury, you will follow the Leave Policyand inform the designated person as soon as possible and will provide regular updates as to yourrecovery.

c. If you are **absent from work due to sickness or injury for more than three consecutive days**, you must submit to the Company a self-certification form. If such absence lasts for more than sevenconsecutive days, you must obtain a medical certificate fromyour doctor and submit it to theCompany.

d. For any period of absence due to sickness or injury you will be paid statutory sick pay only,provided that yousatisfy the relevantrequirements.

e. In the event of your continuous absence for a period of **4 (four) 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 repudiation ofthe contract ofemployment by you and not as a terminationof the service by the Company and you shall forthwith cease to be in the employment of theCompany withoutany furthernotice or act fromtheCompany.

f. Upon termination of your employment with the Company (for whatever reason) if you have takenmore holiday than you are entitled to, you agree that the Company can deduct the value ofthe days taken in excess of your accrued entitlement from the final salary payment made toyou.

5. BACKGROUND VERIFICATION

Youherebyauthorize the Company or any external agency hired by the Company toverifyyoureducational, employment antecedents, your conduct and any other background checks priorto your joining the Company or thereafter. Your appointment is contingent upon satisfactoryresult of the completion of the background check and the Company reserves the right to endyour employment should the results of your background investigation are not satisfactory in the sole opinionofCompany.

6. WORK HOURS

You willbe required to work as per company policy and code of conduct for minimum **9 hoursa day and six days** a week or as determined by business requirements. In case of exceptionalpressure of work, you will work such further hours as are reasonably required to perform yourduties in accordance of the company policy.

7. PERSONAL DATA

a. The Company holds and will hold certain personal information about you as part of its generalemployee records. Its records may include, but shall not be limited to, your name, address, professional qualifications and experiences, performance appraisals, disciplinary details, remunerationdetails and detailsofany phantomshareholdingsyou may have in the Companyand othergroup companies.

b. The Company holds such personal data to use for a variety of personnel, administration, employee, work and general business purposes. Your personal data is held on a confidentialbasis and access is granted to those persons who may use such data for the purposes set outabove. You will be required by the Company to update yourpersonal data from time to time. Insigning this agreement, you consent to have your personal data held and processed by the Company, any group companies and any third parties (for example professional advisors/consultants) for a variety of personnel, administration, employee, work and generalbusinesspurposes.

8. MONITORING

a. The Company's office systems, including telephone, SIM Cards and IT systems (if provided) are primarily for business purposes. You should not use these systems for sending and receivingprivate personal messages. You should bear in mind that, for business reasons, your use of officesystems including the telephone and IT systems will be monitored. You should also be aware thatothermembers ofthe Company have both access toyour system and the data stored and mayoversee what youare doing.

b. All e-mail messages are the property of the Company. Persons authorized by the Company havethe right to reade-mails.

c. Youhereby acknowledge that the systemprovides the capability for other people to monitore-mail, World Wide Web, and other communications traffic. The Company reserves the right tomonitor e- mails and any other data held on its IT systems, including workstations and laptops ownedby theCompany.

9. TERMINATION

a. You will be allowed to resign from your services with the Company by giving prior two **month'**notice in writing, or by payment of two month's gross salary in lieu of such notice. The Company likewise would have the right to terminate your services by giving you two months' notice inwriting orby payment of two months' gross salary in lieu of such notice. No leaves shall be adjusted against the Notice Period. This termination clause is excluded from PIP- performance improvement plan.

b. Please note that the Company 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 5 days after receipt of such notice from the Company. Such material breach would include but not limited to (a) your failure to comply with or committing breach of provisionscontained in any ofClause 11,12,13,14,16. (c) and 16. (d) of this contract of employment/OfferLetter or (b) breach by you of any provisions of the Company Policy; or (c) any professional misconduct or commission of actions which are not inthe interest of theCompany.

c. The Company shallhavetheright to recoverany unpaid dues fromyou, in case ofnoticeperiodserved short.

d. Your Full & Final payment of dues shall be processed in **45 (forty-five) days** of your last working day at the Company. Allcalculationshallbe emailed to youthrough HR.

e. You agree toexecute FNF documents in accordance oftheexitpolicy ofthe Company.

10. RETIREMENT BENEFITS

In the case you are eligible and according to the rules of the Company You may be entitled toProvident Fund in accordance with the Rules of Employees' Provident Funds. Act, 1952 and Rules. You may also be entitled to Gratuity as per the Payment of Gratuity Act., 1972. The age of retirement of an employee from Company Service is 58 years. You shall however, during youremployment remain medically fit to perform the work for which you have been employed. As towhether an employee is medically fit, is an issue which will be professionally determined by the Company and the employee agreed to be bound by such determination. You will accordingly undergoperiodic medicalexaminations as and whenintimatedto you by theCompany.

11. PROTECTION OF BUSINESS INTERESTS OF THE COMPANY

a. In order to protect the business and interest of the Company, you hereby covenant, promiseand undertake that you will not at any time during your employment with the Company andfor a period of **2 (**two**)** years after cessation of your employment, engage, directly or indirectly, whether as owner,promoter, director, shareholder, consultant, retainer,advisor,employee orin

anyothermanner, in any business, conduct or action:

- that is similar to or competing with the business carried out by the Company and or itssubsidiaries, affiliatesorgroupcompaniesor
- that involves solicitation or acceptance, either on your own account or as agent of any other person, of the custom of any person (particularly the customers/clients of thecompany) in respectof thebusinessof theCompany;or
- that involves inducing, soliciting, or endeavoring to encourage in any manner whatsoever, a person who is an employee of the Company to leave the services oremployment of the Company;or
- that involves inducing, soliciting or endeavoring to encourage in any manner whatsoever, a person/entity/company, who is an existing client(s)/customer(s) of theCompany, to dissociate with the Company and associate with the services of any other company (competitor or otherwise);or that

b. You shall never engage in or encourage:

- any disparaging or slanderous acts, comments or remarks against the Company whichmay result in the erosion of the business interest or the loss of reputation and image of theCompany and or its business and affairs;
- use any trade mark, name or nomenclature used by the Company at any time or any other name that is intended or like to cause confusion with any name used by theCompany;and
- unauthorized use, disclosure or exploitation of any proprietary or confidential informationor dataof theCompany.

c. By conveying youracceptance to the terms and conditions detailed in this Contract, youagree and acknowledge that the provisions of Clause 11.1, 11.2, and 11.3 are reasonableand agreed upon by you forthe purpose the protecting the business and goodwill of theCompany and that accordingly, these benefits hereofmay be assigned by the Companyto its successor in title or interest without your consent whatsoever. You also confirm thatthe payment by the Companyofthe compensation amount to you constitutes sufficient consideration for you to agree to such conditions of employment.

12. WARRANTIES AND INDEMNIFICATION OF COMPANY

- You hereby warrant that you are free to enter into the terms of this Agreement and that youhave no obligations inconsistent with unrestrained employment for Company. You further agree that during this employment, you shall devote your full time and attention to the business of the Company. You will not prepare for, undertake or discuss with other employees of Company any business or professional employment of any kind which is competitive with Company. Further,you acknowledge that, in the event that any prior employer or other third party makes a claimagainst Company based on you entering into this Agreement or becoming employed by Company, you shall defend, indemnify and hold Company harmless from any and all such claims, or losses actually incurred by Company, or Company's officers, employees or authorized agents, relative toyouremploymentby Company. Also, you willbe responsible for any and all

legal fees and other expenses incurred by Company as a result ofdefending any such claims.This provision shall also apply to any and all individuals that you personally may recruit to work fororon behalf ofCompany.

13. NON – SOLICITATION

- During the Term, and on voluntary / involuntary termination of employment with the company, for a period of **2 (two) years** from the date of termination, you shall not solicit any of the employees/consultants/ representatives/clients/customers of the Company or any of its group companies directly or indirectly to work elsewhere. In the event of violation of this clause, youwould pay the Company an amount equal to 6 months' gross compensation of the affected employee(s)(grosssalarywould include allallowances and excludecorporate incentive
- , provident fund & gratuity) or any consequential loss suffered by the Company or any of its groupcompanies, whichever is higher. In addition to the above, the Company also reserves the right totake appropriate legal action and claim damages and otherlegal remedies in the event of anyofthe above-mentioned violations.

14. CONFIDENTIALITY OBLIGATIONS

a. In the course of your assignment with us, and by virtue of the position held by you, you mayacquire information, technical or otherwise, including any computer software, which is confidential or proprietary to the Company or its subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationshipwith the Company and/or its affiliates or subsidiaries (together "**Confidential Information**"). You shall at all times during your employment with the Company keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession orknowledge by virtue of this engagement, use such information only as may be required in thenormal course of your work and shall not disclose or divulge any such information or data, withoutprior written consent of an authorized officer of the Company. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not discloseor divulge any such information to third parties or make use of such information for your ownbenefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit inany form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any proprietary/copyrighted material or any information (confidential or otherwise), 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 the Company, you will return and surrender to the Company, all such Confidential Information including withoutlimitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or youwere entrusted with in the course of your employment and shall not retain any copy thereof inany form whatsoever. You may be required to execute such other or further agreements as the Company or its affiliates or customers may require in this regard, from time to time. Provisions ofthis paragraph will continue to be valid and binding on you notwithstanding cessation ofyouremploymentwith the Company.

b. 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 the Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with the Company and/or its subsidiariesor affiliates, except with prior written approval of the Company.

c. It is hereby clarified that for the purpose of this clause, as well as this agreement in its entirety, theterm 'Confidential Information' includes the names, lists and identity of the clients/customers of theCompany.

15. RIGHTS AND REMEDIES OF THE COMPANY

a. By accepting the employment with the Company, you agree and acknowledge that, any breach by you of the provisions of *Clause including but not limited 11, 12, 13, 14 and 16* of this contract would result in irreparable injury to the Company for which the Company shall be entitled to claim and recover fromyou, as damages, the loss that are likely to be caused to orsustained by the Company on account of such breach. The Company shall have the right to recover such damages from any amounts that are due or payable to you by the Company without any objections or demurfrom you.

b. Notwithstanding the foregoing,youagree and acknowledge that any failure to comply with theterms of this letter and more specifically with the terms of *Clause 11, 12, 13, 14, 16(c)* and *16(d)* hereof, shall constitute a material breach by you of your employment terms. In such an event, you here by consent to any form of administrative remedies, or similar sanctions, which may beavailable under the Law, for the protection of Trademarks, other intellectual property, of contract, Confidential Information, business interests and other similar rights ofthe Company.

16. GENERAL PROVISIONS

a. It shall be the duty of every prospective candidate for employment within the Company & group of companies to ensure that no illegal monetary payment is made to any employee of the Company or any person, whether an employee of the Company or any third party for the purpose of the prospective candidate getting employment with the Company. It shall be the responsibility of the prospective candidate to notify such facts to the Reporting Manager / Department Head /HRHead of the Company. In case any such facts are notified at a later dateby any employee to the HR department / Reporting Manager / Department Head of the Company which has notbeendisclosed by theconcerned employee at the time of recruitment,then the same may be considered as a professional misconduct on part of the employee whohas given such illegal consideration and also on the part of any other employee who has demanded and received the said illegal consideration and the same shall lead to strict disciplinary action against the said employees resulting in dismissal from employment. All incidents such as this shall be reported to his/herimmediate supervisorwith a copy to HR.

b. The Company shall not be liable for any unsolicited payments made or received for serving this employment. The company practices the professional ethics, integrity and transparent transactions with regards to all the processes ofrecruitment.

c. As anemployee in the full-timeemployment of the Company,you willbe obliged todevoteyourentire 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 shallnot, during your employment with the Company, directly or indirectly engage yourself in or devote any time orattention to any employment orbusiness or position of monetary interest,otherthan that ofthe Company.

d. All intellectual property rights in any work or material developed, invented, discovered, assimilated, updated, created by you (if any) during the course of your employment shall belongto and be the property of the Company and you confirm that you shall not be entitled to claimany rights over such intellectual property. If required by the Company, during or after the term of this engagement, you shall execute specific documents assigning and transferring in favor of the Company or, at the request of the Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in theCompany, any of its subsidiary, affiliate or customers as the Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

e. During the course ofyour employment, if you at any time render yourself incompetent to performyour duties or if you misconduct yourself or be disobedient, intemperate, irregular in attendance,commit any breach of the terms of your employment or of any of the stipulations herein contained or of Code of Business Conduct of the Company or any Company Policy, the Company shall without prejudice to any of its rights under the terms herein contained or as may be available to it, be entitled to terminate your employment forthwith without notice orpayment in lieu ofnotice and to deduct fromyoursalary orother dues, if any, then payableto you, the amount of any loss the Company may have sustained.

f. You willkeep us informed ofany change in yourresidentialaddress, your family status or anyother personal particulars relevant to youremployment.

g. You shall be bound by the company policies as applicable, enforced, amended or altered from time to time during thecourse ofyour employment.

h. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction New Delhi.

i. The terms of this offer detailed above are strictly confidential and should be treated as privileged informationbetweenyou and the Company.

j. You are requested to please signify your unconditional acceptance of this offer by signing and returning to us the duplicate copy ofthis letter.

We look forward to you joining us at the earliest and wish you the very best in your new assignment. We

are certain thatyou will find this opportunity challenging and satisfying.

Sincerely,

Authorized Signatory

ACCEPTANCE

Iaccept the above-mentioned termsand conditions.

Name and Signature: _____

Date of Joining: _____

Place & Date: _____

Annexure-A

Documents you are Required to Carry on the Day of Joining

1. Copy of Accepted Appointment Letter
2. Fivepassport size Photographs
3. Copy of accepted resignation letter / Relieving letter from last employer
4. Self-attested copies of Educational Certificates
5. Work experience letters from previous employers.
6. Copy of last salary slip
7. Identity Proof
8. Copy of PAN Card

Proelium
Learning Solutions

CTC Annexure:-

Name -	**Pagunta Aarthi**
Designation -	**Junior Manager – School Solutions**
Band -	**5**
Department -	**Acquisitions**
W.E.F. -	**May, 1st, 2023**
Location -	**Hyderabad, Vijaywada**

Components In salary	Per Month INR	Per Annum INR
Basic Salary	16,667	2,00,000
HRA	8,333	1,00,000
Special Allowances	4,978	59,740
Gross Salary	29,978	3,59,740
PF Employee	1,800	21,600
ESIC Employee	-	-
LWF Employee	-	-
Total deductions (PF+ESI+PT)	1,800	21,600
Net Salary	28,178	3,38,140
Employer PF	1,800	21,600
Employer ESIC		
Gratuity	802	9,624
GMC Policy	683	8,196
GTLI Policy	70	840
CTC	33,333	4,00,000
Variable Pay		1,00,000
Total CTC		5,00,000

Your salary and benefits information in this letter is highly confidential. Sharing this information with anyone is against the policies of the company and may lead to termination.

Any approved payment like relocation allowance, joining bonus, notice pay reimbursement will bepaid subject to taxes as applicable, which will be recovered from you in case you leave the organization before the completion of one year from the date of joining.

The organization follows the merit increase cycle from April to March. Any employee joining afterOctober 31 will be eligible for merit increase only in the succeeding performance appraisal cycle.

** The Company is providing you the flexibility of distributing Flexible Component under the variousheads mentioned above, at the time of joining.

BYOD (Bring Your Own Device) Policy shall be applicable to all. As per this policy, all employeesacross bands shall bring and use their own laptops which are suitable to their work needs.

*** PF is the employer's contribution that has been included in the CTC and will be deposited to the PF authorities. An equal contribution from the employee would be deducted and deposited with the

RPF office along with employer's contribution as per the regulation under the PF Act.

From: Misri Mandaliya <misrimandaliya@rathi.com>
Sent: Monday, January 2, 2023 12:48 PM
To: mahiseven70@gmail.com <mahiseven70@gmail.com>
Cc: 'Tejal Shah' <tejalshah@rathi.com>; 'Ketan Shrotri //Digital Wealth Management//Anand Rathi//' <ketanshrotri@rathi.com>; Mr. V S Prasanna Venkatesan - GM - Career Services & Industry Connect <prasannavenkatesan@presidencyuniversity.in>
Subject: AnandRathi - Offer Letter - Mahroof V M

Dear **Mahroof**,

Congratulations!

We are pleased to offer you a position of **Executive Trainee** for the role **Account Manager** at our **Bangalore** office.

Your Fixed Annual compensation will be **Rs. 4,63,312 (Rupees Only)**. A detailed employment letter will be issued upon joining.

Request you to kindly confirm your DOJ upon acceptance of this offer.

Please find below the CTC annexure for your reference:

Sr. no.	COMPENSATION STRUCTURE	SALARY	
A	Fixed Salary	Monthly	Annually
i	Basic	19,125	2,29,500
ii	HRA	9,563	1,14,750
iii	Special Allowance	5,867.5	70,410
iv	Statutory Bonus	1,400	16,800
	Total (a)	35,955	4,31,460
B	Employer's Contribution as Statutory Benefit		
i	PF	2,295	27,540
	Total (B)	2,295	27,540
	Total Gross Salary (a+b)	38,250	4,59,000
c	Other Benefits		
i	Variable Pay***		75,649
ii	Medical Insurance**		4,312
iii	Gratuity*		11,039
	Total ©		91,000
	Total CTC (a+b+c)	38,250	5,50,000

Please Note:

****Variable Pay will be linked to performance and payable after Completion of 1 year. (Rating 5-100% / Rating 4- 75% / Rating 3-50%)*

***Mediclaim shall be applicable as per the company policy.*

**Gratuity shall be applicable as per The Payment of Gratuity Act, 1972 (The Gratuity Act)*

Please revert on this e-mail as a token of acceptance of our offer at the terms mentioned above.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Thanks & Regards
Misri Mandaliya
Corporate HR Team

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

From: Misri Mandaliya <misrimandaliya@rathi.com>
Sent: Monday, January 2, 2023 12:54 PM
To: 'Tejashwini Teju' <tejashwini122001@gmail.com>
Cc: 'Tejal Shah' <tejalshah@rathi.com>; 'Ketan Shrotri //Digital Wealth Management//Anand Rathi//' <ketanshrotri@rathi.com>; Mr. V S Prasanna Venkatesan - GM - Career Services & Industry Connect <prasannavenkatesan@presidencyuniversity.in>
Subject: AnandRathi - Offer Letter - Tejashwini B

Dear **Tejashwini**,

Congratulations!

We are pleased to offer you a position of **Executive Trainee** for the role **Account Manager** at our **Bangalore** office.

Your Fixed Annual compensation will be **Rs. 4,63,312 (Rupees Only)**. A detailed employment letter will be issued upon joining.

Request you to kindly confirm your DOJ upon acceptance of this offer.

Please find below the CTC annexure for your reference:

Sr. no.	COMPENSATION STRUCTURE	SALARY	
A	Fixed Salary	Monthly	Annually
i	Basic	19,125	2,29,500
ii	HRA	9,563	1,14,750
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iv	Statutory Bonus	1,400	16,800
	Total (a)	35,955	4,31,460
B	Employer's Contribution as Statutory Benefit		
i	PF	2,295	27,540
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	Total Gross Salary (a+b)	38,250	4,59,000
c	Other Benefits		
i	Variable Pay***		75,649
ii	Medical Insurance**		4,312
iii	Gratuity*		11,039
	Total ©		91,000
	Total CTC (a+b+c)	38,250	5,50,000

Please Note:

****Variable Pay will be linked to performance and payable after Completion of 1 year. (Rating 5-100% / Rating 4- 75% / Rating 3-50%)*

***Mediclaim shall be applicable as per the company policy.*

**Gratuity shall be applicable as per The Payment of Gratuity Act, 1972 (The Gratuity Act)*

Please revert on this e-mail as a token of acceptance of our offer at the terms mentioned above.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Thanks & Regards
Misri Mandaliya
Corporate HR Team

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-DEC-2022

Name & Address: T G CHAITRA, BANGALORE

Dear CHAITRA,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-DEC-2022

Name & Address: ROSHNI UNNIKRISHNAN, BANGALORE

Dear ROSHNI,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12.12.2022

Name & Address: Atmanand . P. Garag

Dear Atmanand . P. Garag

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

03 Jul 2023

Shivangi Prasad
126, Lumdiengjri Garikhana, Opp to Police Station,
Lewduh, East Khasi Hills ,Meghalaya Shillong -793002

LETTER OF OFFER

Dear **Ms. Shivangi,**

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to offer you employment as **Associate Analyst-Business Analysis.** You are requested to join on **Tuesday, 04 Jul 2023.**

2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 7,25,000.**

3. Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company's 'Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.

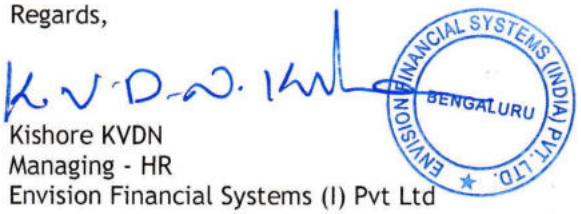
4. Please acknowledge receipt of this offer by indicating your acceptance on receipt, else this Letter of Offer will not be valid.

5. Your acceptance to join would be considered a **"Legal Contract"**. After acceptance, if you decline to join on the agreed date, Envision may suffer financial and other losses which you may be liable to pay and Envision may pursue legal proceeding against you to recover the same. Also Envision would be obliged to notify your references on your lapse.

6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Offer.

7. Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome into the Envision family, and we look forward to a mutually beneficial and enduring working relationship.

Regards,



Kishore KVDN
Managing - HR
Envision Financial Systems (I) Pvt Ltd

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TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period up to six months from the date of joining. This may be extended based on management discretion. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

First Performance and Compensation Review: Your first performance review to confirm your appointment will be done on a date six months after your date of joining and will be effective from the date of successful completion of the probationary period of six months or as may be extended based on management discretion. Your first Compensation review will be conducted on 1 Apr 2024.

Notice Period to be given on Resignation/ Termination of Service : This contract of employment is terminable, without reason by either party giving 30 days notice during probationary period and 60 days' notice on confirmation. Envision Financial Systems (India) Private Limited reserves the right to pay or recover salary in lieu of shortfall in notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the termination is due to any misconduct, the Company reserves the right to conduct an enquiry prior to termination.

Provided, however, that in the event of your unauthorised absence from duties, if it is established by your conduct or if the management has bonafide reasons to believe that you have no intentions to resume duties, your services with the Company will be terminated upon serving you with a notice to resume work within 15 days of the receipt of such notice. You will not be entitled to any salary or allowances for such unauthorised absence.

Commitments: It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise, other than what is mentioned in the appointment letter.

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

Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time.

Professional Ethics: You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Safe Custody of Company Material: You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The Company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

Confidentiality of Information: You are expected not to divulge any information regarding Confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of Envision Financial Systems (India) Pvt. Ltd. To this effect, you will be expected to sign an Agreement of Non-Disclosure with the Company, within one week of your joining. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the Company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.

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Confidentiality of Salary Information

a. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior.

c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company, nor engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

Working in shifts: To meet the business needs, you may be required to work in non-regular shifts (morning, afternoon and Night shifts) as and when required.

Inventions / Innovations Rights: The Company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you should not make any claims on the said innovations / discoveries, etc.

Deputation: Although your initial place of work is nominated as Bangalore, you may be deputed to work at any one of the other locations of the Company, or any of their client sites, whether in USA or elsewhere as and when considered necessary, solely at the discretion of the Management.

Veracity of Information Provided and Antecedents Check: Envision Financial Systems (India) Pvt. Ltd. has engaged you on the presumption that the particulars furnished in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/canceled without any notice. Your employment with the Company is also subject to satisfactory completion of your reference and educational qualification check, and your providing documentary proof of your last drawn salary and work testimonials if any.

Personal Conduct: The Management shall be at liberty to terminate your service without any notice in the event of:

a. Insubordination, indiscipline, dishonesty or negligence of duty.

b. You being unable to attend to your duties effectively on account of prolonged ill health.

During the period of Investigation into such circumstances, you are liable to be suspended from duty without any wages or salary.

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Registrar
BANGALORE

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Appendix to Letter of Offer - TEN POINT INFORMATION

1. List of documents, xerox copies of which are to be submitted at the time of joining:

S. No.	Description	Submitted (Y/N)
1	Appointment Letter of Envision Financial Systems (I) Pvt. Ltd. signed by the employee.	
2	Degree Certificate: You are requested to produce the final degree certificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case of multiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: • The total years of experience • Name and duration of the project • Brief description of the project • You role in the project	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days' stay in a guest house for the outstation candidates.

3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore

4. Office timings:
   a. Business days: Monday to Friday
   b. 10:00 am to 7:00 pm with a 30 minute lunch break
      [Subject to change depending upon the need to work with the US Office/Project Need]

   c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.

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Registrar
BANGALORE

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FINANCIAL SYSTEMS

5. Banking: Company maintains salary accounts for employees with ICICI Bank.

6. Finding an accommodation:

   a. Flats/independent houses are available for lease/rent in and around.
   b. Brokers facilitate the process charging one month's rent as brokerage, which may be negotiable
   c. An amount equivalent to 10 months' rent is usually deposited with the land lord as security money which is refunded at the time of termination of the lease. This may be planned for by you.

7. School admission for children: Sessions start in June, forms for which are available in the months of November-December

8. Office address and telephone number:
   Envision Financial Systems (India) Pvt. Ltd.
   Purva Gainz, Ground Floor, Survey No.9, Beratana Agrahara,
   Hosur Main Road, Next to Audi Showroom, Bangalore - 5600100
   Tele: +91 (80) 41102260

9. Commuting in the city:
   a. The city is well networked by the bus service provided by BMTC. For bus route information check up http://www.bmtcinfo.com/index.htm
   b. Private auto rickshaws ply with the meter depicting the fare to be paid.

10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at http://www.bangalorenet.com/index.asp

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-DEC-2022

Name & Address: SRI BANGI SINHA, BANGALORE

Dear

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: SMITHA. N. Bangalore

Dear Smitha. N.

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Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Raghy
Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12.12.2022

Name & Address: Anusha T.G. Bangalore

Dear Anusha. T.G

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Vikram

Yours sincerely,

For Refinitiv India Shared Services Private Limited

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LSEG

Date: 12/12/2022

Name & Address: Kiran S, Bangalore

Dear, Kiran S

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Raghu
Yours sincerely,

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Date: 12/12/2022

Name & Address: Naveen K.S, Bangalore

Dear Naveen K.S

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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LSEG

Date: 12/12/2022

Name & Address: Harsha R. Bangalore

Dear, Harsha R,

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Date: 12/12/2022

Name & Address: Rakshitha KS, Bangalore

Dear, Rakshitha KS

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Raghu

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Date: 12/12/2022

Name & Address: Madhumohan . M.

Dear, Madhumohan. M

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Raghu

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Date: 12.12.2022

Name & Address: Likith Dansaj Bangalore

Dear Likith Dansaj

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LSEG

Date: 12.12.2022

Name & Address: Tejaswini. S, Bangalore.

Dear

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For Refinitiv India Shared Services Private Limited

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Date: 12/12/2022

Name & Address: Nihal Goud, Bangalore

Dear Nihal Goud

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Yours sincerely,

For Refinitiv India Shared Services Private Limited

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Date: 12/12/2022

Name & Address: Rakshitha B.S
Bangalore.

Dear Rakshitha B.S

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Date: 12.12.2022

Name & Address: Lavanya.P . Bangalore

Dear Lavanya.P

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Vikram

Yours sincerely,

For Refinitiv India Shared Services Private Limited

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LSEG

Date: 12.12.2022

Name & Address: Karthik . M . Bangalore

Dear Karthik . M

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Vikram

Yours sincerely,

For Refinitiv India Shared Services Private Limited

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LSEG

Date: 12/12/2022

Name & Address: Sachin. M, Mudigere

Dear , Sachin M,

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Raghu
Yours sincerely,

For Refinitiv India Shared Services Private Limited

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LSEG

Date: 12/12/2022

Name & Address: Harinitha G, Bangalore

Dear Harinitha G,

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LSEG

Date: 12.12.2022

Name & Address: Preeti Chitragar.

Dear

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Date: 12/12/2022

Name & Address: Sneha M.P, Bangalore

Dear Sneha M.P

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LSEG

Date: 12-DEC-2022

Name & Address: RAMYA S, BANGALORE

Dear RAMYA

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Date: 12-DEC-2022

Name & Address: KISHORE K, BANGALORE

Dear KISHORE,

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Date: 12.12.2022

Name & Address: Kavya. S Bangalore

Dear Kavya. S

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LSEG

Date: 12/12/2022

Name & Address: Rithvik PS, Hindupur

Dear, Rithvik PS

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Raghu

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LSEG

Date: 12/12/2022

Name & Address: Aaquib Ahmed, Bangalore

Dear, Aaquib Ahmed,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

12/12/2022

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12.12.2022

Name & Address: Archana. N.B.
V.P. Nagar, Bangolore.

Dear

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

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Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-Dec-2022

Name & Address: Haasini Dhawan Sri., Bangalore.

Dear Haasini

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

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Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Vikram B V
Bangalore.

Dear Vikram B. V.

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely, 12/12/2022

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ BANGALORE ★ Registrar

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Likith Kumar. B, Bangalore

Dear, Likith Kumar. B,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Raghy

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12.12.2022

Name & Address: Nagesha. S . Bangalore

Dear Nagesha. S

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

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Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Chandrakala. C., Bangalore.

Dear Chandrakala,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

12/12/2022.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

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Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Hepsibha S, Bangalore

Dear Hepsibha S,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

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Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-DEC-2022

Name & Address: R KIRAN KUMAR REDDY, BANGALORE

Dear KIRAN

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Harshitha K.S, Bangalore

Dear Harshitha K.S,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12/12/2022

Name & Address: Sukanya B., Bangalore.

Dear Sukanya B.,

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

12/12/2022

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

Refinitiv India Shared Services Private Limited
Registered Office: One World Centre,12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
CIN: U72200MH2018FTC309675

LSEG

Date: 12-DEC-2022

Name & Address: RAKESH.P, BANGALORE

Dear RAKESH

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

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Thank you for interest and stay tuned to hear from us.

Yours sincerely,

For Refinitiv India Shared Services Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY ★ Registrar ★ BANGALORE

Date : 16-Feb-2023

OFFER LETTER

Dear **Mr. Om Prakash Mahato**

Presidency University

Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

PRESIDENCY UNIVERSITY
REGISTRAR
Registrar (E)

Annexure - A

NAME	: **OM PRAKASH MAHATO**	DESIGNATION	: **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION	: **CSD**	DOJ	: **03-Apr-2023**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U2919[illegible]H2002[illegible]C136108
REGISTRAR
Connect SERVICES
+91 9540 [illegible] 666
+91 180[illegible] 20 3473
+91 [illegible] 223473

Date : 16-Feb-2023

OFFER LETTER

Dear **Mr. Rahul A**

Presidency University

Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023** . Actual branch name and address will be informed to you subsequently.

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We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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CEASEFIRE INDUSTRIES PRIVATE LIMITED
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Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U291[illegible]H2002[illegible]C136108

REGISTRAR

Annexure - A

NAME	: **RAHUL A**	DESIGNATION	: **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION	: **CSD**	DOJ	: **03-Apr-2023**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

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For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

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REGISTRAR
Connect SERVICES
+91 9540 [illegible] 666
+91 180[illegible] 20 3473
+91 [illegible] 223473

Date : 16-Feb-2023

OFFER LETTER

Dear **Ms. Shilpa V**

Presidency University

Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

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* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Annexure - A

NAME : **SHILPA V** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION : **CSD** DOJ : **03-Apr-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**21600**
Advance Statuary Bonus		**4004**
Sub Total A		**25604**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5586**
Sub Total B1		**5586**
Gratuity****		**1039**
Sub Total C		**1039**
Total Salary Package (A+B+B1+C)		**32229**
Total Salary Package Per Annum		**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
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LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U291[illegible]H2002[illegible]C136108

REGISTRAR

Date: 28th December, 2022

Offer letter

To,

Mr. Pabitra Barik,
AT Mahammadnagar Patna,
Baleswar, Jaleswar,
Odisha - 756032.

Dear Pabitra,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Tikona Infinet Private Ltd.** as an **Executive** in the **Sales & Marketing Department** with present posting at **Bangalore.**

The total CTC will be Re**. 5,00, 000 (Rupees Five Lacs Only) per annum.** Please refer to the detailed CTC breakup in the enclosed Annexure A.

You are requested to join duty on or before **3rd April 2023.** A detailed letter of appointment will be issued to you on the day you join the company.

We take this opportunity to welcome you to Tikona Infinet Private Ltd. and wish this to be the beginning of a long and mutually beneficial association.

Yours faithfully,
For Tikona Infinet Private Ltd.

Rachna Jaitley
Senior Manager- Human Resources

REGISTRAR

ANNEXURE – 1

Name :		**Pabitra Barik**
Band :		**1**
Appointment:		**Management Trainee**
Designation :		**Executive**
Department :		**Sales & Marketing**
Sub Function :		**Enterprise Sales**
Location :		**Bangalore**
DOJ :		**3-April-22**
Monthly Payments	**Monthly**	**Annually**
Basic	16,254	1,95,048
House Rent Allowance	9,752	1,17,029
Advance Bonus	1,354	16,248
Adhoc Allowance	3,108	37,293
Gross Salary	**30,468**	**3,65,618**
Retirals & Benefits		
PF - 13 % of annual basic + Adhoc		23,400
Gratuity - 4.81% of annual basic		9,382
Insurance		1,600
Fixed CTC		**4,00,000**
PLI*		1,00,000
Annual CTC		**5,00,000**

*PLI is payable as per Company Policy
CTC structure & components may vary as per applicable statutory amendments.

Yours faithfully,
For Tikona Infinet Private Ltd.

Rachna Jaitley
Senior Manager- Human Resources
Tikona Infinet Private Limited

REGISTRAR

Date: 28th December, 2022

Offer letter

To,

Mr. Madam Sai Kumar,
House No.2-10-428/5/2,
Teachers Colony, Waddepally, Hanamkonda,
Andhra Pradesh - 506001.

Dear Sai Kumar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Tikona Infinet Private Ltd.** as an **Executive** in the **Sales & Marketing Department** with present posting at **Bangalore.**

The total CTC will be Re**. 5,00, 000 (Rupees Five Lacs Only) per annum.** Please refer to the detailed CTC breakup in the enclosed Annexure A.

You are requested to join duty on or before **3rd April 2023.** A detailed letter of appointment will be issued to you on the day you join the company.

We take this opportunity to welcome you to Tikona Infinet Private Ltd. and wish this to be the beginning of a long and mutually beneficial association.

Yours faithfully,
For Tikona Infinet Private Ltd.

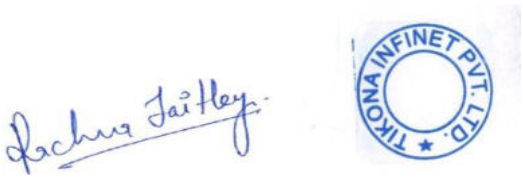
Rachna Jaitley
Senior Manager- Human Resources

ANNEXURE – 1

Name :		**Madam Sai Kumar**
Band :		**1**
Appointment:		**Management Trainee**
Designation :		**Executive**
Department :		**Sales & Marketing**
Sub Function :		**Enterprise Sales**
Location :		**Bangalore**
DOJ :		**3-April-22**
Monthly Payments	**Monthly**	**Annually**
Basic	16,254	1,95,048
House Rent Allowance	9,752	1,17,029
Advance Bonus	1,354	16,248
Adhoc Allowance	3,108	37,293
Gross Salary	**30,468**	**3,65,618**
Retirals & Benefits		
PF - 13 % of annual basic + Adhoc		23,400
Gratuity - 4.81% of annual basic		9,382
Insurance		1,600
Fixed CTC		**4,00,000**
PLI*		1,00,000
Annual CTC		**5,00,000**

*PLI is payable as per Company Policy
CTC structure & components may vary as per applicable statutory amendments.

Yours faithfully,
For Tikona Infinet Private Ltd.



Rachna Jaitley
Senior Manager- Human Resources
Tikona Infinet Private Limited

REGISTRAR

Date: 28th December, 2022

Offer letter

To,

Mr Shubham Kumar Pandey,
Narainapur, Ramnagar,
West Champaran, Bihar
Ramnagar, Bihar, 845106.

Dear Shubham,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Tikona Infinet Private Ltd.** as an **Executive** in the **Sales & Marketing Department** with present posting at **Bangalore.**

The total CTC will be Re**. 5,00, 000 (Rupees Five Lacs Only) per annum.** Please refer to the detailed CTC breakup in the enclosed Annexure A.

You are requested to join duty on or before **3rd April 2023.** A detailed letter of appointment will be issued to you on the day you join the company.

We take this opportunity to welcome you to Tikona Infinet Private Ltd. and wish this to be the beginning of a long and mutually beneficial association.

Yours faithfully,
For Tikona Infinet Private Ltd.

TIKONA INFINET PVT. LTD.

Rachna Jaitley
Senior Manager- Human Resources

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

ANNEXURE – 1

Name :		**Shubham Kumar Pandey**
Band :		**1**
Appointment:		**Management Trainee**
Designation :		**Executive**
Department :		**Sales & Marketing**
Sub Function :		**Enterprise Sales**
Location :		**Bangalore**
DOJ :		**3-April-22**
Monthly Payments	**Monthly**	**Annually**
Basic	16,254	1,95,048
House Rent Allowance	9,752	1,17,029
Advance Bonus	1,354	16,248
Adhoc Allowance	3,108	37,293
Gross Salary	**30,468**	**3,65,618**
Retirals & Benefits		
PF - 13 % of annual basic + Adhoc		23,400
Gratuity - 4.81% of annual basic		9,382
Insurance		1,600
Fixed CTC		**4,00,000**
PLI*		1,00,000
Annual CTC		**5,00,000**

*PLI is payable as per Company Policy
CTC structure & components may vary as per applicable statutory amendments.

Yours faithfully,
For Tikona Infinet Private Ltd.

TIKONA INFINET PVT. LTD.

Rachna Jaitley
Senior Manager- Human Resources
Tikona Infinet Private Limited

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Date: 28th December, 2022

Offer letter

To,

Mr. D Karthik,
House No. 114,,
Ayodhaya, Koppal,
Karnataka - 583227.

Dear D Karthik,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Tikona Infinet Private Ltd.** as an **Executive** in the **Sales & Marketing Department** with present posting at **Bangalore.**

The total CTC will be Re**. 5,00, 000 (Rupees Five Lacs Only) per annum.** Please refer to the detailed CTC breakup in the enclosed Annexure A.

You are requested to join duty on or before **3rd April 2023.** A detailed letter of appointment will be issued to you on the day you join the company.

We take this opportunity to welcome you to Tikona Infinet Private Ltd. and wish this to be the beginning of a long and mutually beneficial association.

Yours faithfully,
For Tikona Infinet Private Ltd.

Rachna Jaitley
Senior Manager- Human Resources

REGISTRAR

ANNEXURE – 1

Name :		**D Karthik**
Band :		**1**
Appointment:		**Management Trainee**
Designation :		**Executive**
Department :		**Sales & Marketing**
Sub Function :		**Enterprise Sales**
Location :		**Bangalore**
DOJ :		**3-April-22**
Monthly Payments	**Monthly**	**Annually**
Basic	16,254	1,95,048
House Rent Allowance	9,752	1,17,029
Advance Bonus	1,354	16,248
Adhoc Allowance	3,108	37,293
Gross Salary	**30,468**	**3,65,618**
Retirals & Benefits		
PF - 13 % of annual basic + Adhoc		23,400
Gratuity - 4.81% of annual basic		9,382
Insurance		1,600
Fixed CTC		**4,00,000**
PLI*		1,00,000
Annual CTC		**5,00,000**

*PLI is payable as per Company Policy
CTC structure & components may vary as per applicable statutory amendments.

Yours faithfully,
For Tikona Infinet Private Ltd.

Rachna Jaitley
Senior Manager- Human Resources
Tikona Infinet Private Limited

REGISTRAR

homefirst
We'll take you home

Date: December 16, 2022

Dear Sagar S R,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Mysore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 150,000
CTC *	**Rs. 600,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000** /- p.a)

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

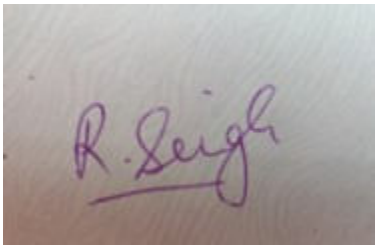
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

homefirst
We'll take you home

Date: December 16, 2022

Dear Keerthi Kumar K J,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Belagavi. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 150,000
CTC *	**Rs. 600,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000** /- p.a)

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

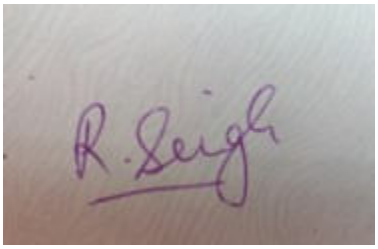
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Nestlé India Limited
(CIN: L15202DL1959PLC003786)

E-Mail : corporate@IN.nestle.com
Website : www.nestle.in

Nestlé
Good Food, Good Life

YOUR REF: **OUR REF: PG** **DATE: 01/04/2023**

Ms. Anjali Phogat,

Jayanthi circle, Jayanti nagar, Bangalore, 560053

Dear Ms. Anjali Phogat,

We have pleasure in appointing you as Sales Officer Trainee in our organization on the followingterms and conditions:

Your employment commences from 04-04-2023 it being clearly understood that you are leaving atyour own wish, risk, and responsibility whatever position you may already hold.

Your Basic Salary will be Rs 2,92,000 per annum. Details on your annual compensation structureare as per Annexure enclosed. You will be entitled to other allowances and benefits as applicableto your grade as per the company policies and rules in force. Your compensation shall be as per the policy of the Company and the management of the Company may at its discretion revise yourcompensation, from time to time.

Your employment will be governed by the rules, regulations and orders (as applicable) to the Company including such conditions covering Place of Work, Working Hours, Leave, Holidays,Salary, Allowances, perquisites and other benefits as also provided for in respective Company Policy or Guideline/s (as applicable) issued from time to time.

Your appointment is initially as Trainee which will be considered as probationary in nature. The traineeship will be up to 12 months. This however can be extended at the discretion of the management. During the period of probation, your services can be terminated by the Company atany time with immediate effect and without assigning any reason whatsoever. The same conditionwill apply in case you leave the Company's services during your probationary/traineeship period. You shall not be deemed to have become permanent unless you are confirmed in writing.

In case this contract of employment is terminated during the probation period by the company orrepudiated by you it would be incumbent and obligatory at your end to undertake a 'No-dues clearance' process for settlement of your dues.

During the course of your employment with us, you will not be permitted to work for any other Company, firm or person either part-time or full time, or on honorary basis or engage yourself inany self-employment or undertake any course of study, without the previous consent of the Company in writing.

You may be transferred or sent on an assignment or for training to any place of business or organization whether in India or abroad, whether existing or acquired later on, or from one department to another or from one job to another at the sole discretion of the Company. During the course of such transfer/assignment/training you shall be governed by the terms and conditions of service applicable to your category of employees at such place or such other terms and conditionsas may be decided by the Company at its sole discretion.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

You will be under the supervision and control of such Officer(s) as may be decided by the Company from time to time. You shall diligently and faithfully carry out instructions given to you byyour superiors in connection with the work assigned to you and to the best of your power, skill andability you shall further the business and interest of the Company.

You shall not at any time or times, without the consent of the Company disclose, divulge or make public except under legal obligations, any of the confidential information, personal and or sensitivedata of other employees/ peers/ colleagues, consumers etc., process, accounts, transactions, and dealings of this Company whether the same be confided or become known to you in the course of your service or otherwise except otherwise to respond to Court summons/Order. The responsibilityof confidentiality shall remain in force even after severance of your ties with the Company.

After confirmation, your services would be terminable by giving three months' notice or one month's salary in lieu thereof on either side. However, in case your services are dispensed with forany misconduct, as generally understood, no notice or salary in lieu thereof would be required to be given.

Your conditions of work and employment shall be regulated to suit the duties entrusted to you fromtime to time.
You will retire from services of the Company on attaining the age of 60, as per the Company rulesin force.

Your appointment is subject to your being found medically fit by a Doctor designated by the Company at its own expense and replies to the references given in your application form beingfound satisfactory.

You herewith consent to provide your personal details which may also include sensitive information like medical history, medical records, Bank details etc. which is or will be submitted now or at any subsequent stage of recruitment procedure. Please note that by furnishing these details you are explicitly consenting to Nestlé contacting with you for business purposes. You also consent to have obtained approval from third parties like – ex-employer/ references/ neighbors etc.(details of whom provided in your application form / CV) to be contacted by Nestlé directly or indirectly for recruitment purposes.

The Contract of appointment will be deemed to have taken place in the National Capital Territory of Delhi and you will be in control and supervision of Nestlé India Limited having their Registered Office at 100-101, World Trade Centre, Barakhamba Lane, New Delhi - 110001, despite you beingposted outside of Delhi, in one of the establishments of Nestlé India Limited, It is clearly agreed and understood between the parties that in case of any dispute or difference including any disputeregarding the terms and conditions of employment the Courts of Law in Delhi alone and exclusively would have jurisdiction and no other Court of Law anywhere else would have jurisdiction.

In case the terms and conditions expressly enumerated above are acceptable to you, please signthe duplicate copy of this letter in token of your having understood and accepted the terms and conditions.

The Company is managed according to the Nestlé Corporate Business Principles, as well as theCode of Business Conduct, which are both outlined in the attached document. By signing this contract you accept the content of both documents and commit to their application. Any failure tocomply with the Code and Principles may result in appropriate action, including the possibility of dismissal and if warranted, legal proceedings or criminal sanctions.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Nestlé
Good Food, Good Life

You will strictly abide by and consent to all the Company's rules, policies, manuals, guidelines and regulations as may be in force from time to time.

You will act within the frame work of the organizational structure, policies and directions laid downby the Company from time to time.
You will in all respect be governed by the Rules and Regulations applicable from time to time toyour category of employees and the same is confirmed to be accepted from your end.

You herewith assign all rights towards any work/ creative and or any copyrighted material that youmay generate or is generated by the company with you as a model during the course of work and or outside work like off sites/on sites/ meetings/ seminars/ picnics/gatherings etc. to Nestlé and you confirm by way of acceptance to this Letter that you will in all circumstances waive any copyright towards any such works used by the Company globally for perpetuity.

You shall indemnify and keep indemnified and harmless the Company against any claims, damage, liability, actions, loss, taxes, duties, penalties, interest expenses, costs, proceedings arising directly or indirectly on account of (i) infringement of intellectual property rights of any individual, person or entity by you or (ii) any acts of omission or commission, dishonesty, criminal act, negligence, misfeasance, disregard of duties, misappropriations, misrepresentations, unauthorized acts, theft, robbery, misuse, damage or fraud by you. You waive any right to take theCompany to Court in any manner, in case the Company takes any desired action taken against you in lieu of the above

Any change in your residential address or marital status should be notified in writing to the Company. Any communication sent at the address furnished by you shall be deemed to besufficient service.

In case this contract of employment is terminated by the Company or repudiated by you it would be incumbent and obligatory to hand over the ID Card and other articles given to you and to obtaina 'No Clearance Certificate' for settlement of your dues.

You will conform to the Company's expected standard of discipline regarding which specific rules/orders as may be laid down from time to time or understood by convention as company norms. Incase in the opinion of the management you are found guilty of gross misconduct as is generally understood in employment or if there is a breach of contract of service on your part your services would be liable to be terminated without any notice.

We welcome you to our Organization and hope that our association will be a long one to mutualadvantage and benefit.

Yours very truly,
For Nestlé India Limited

Pratishtha Gupta

Senior Manager - Branch HR

I hereby declare that I have read and understood the terms and conditions of employmentand hereby accept and agree to abide by the same.

REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

..... **(Signature)**

Nestlé
Good Food, Good Life

DATE: 01/04/2023

REMUNERATION TERMS

Offered To : Anjali Phogat

Position : Sales Officer Trainee

Grade : Band 3A

BASIC SALARY	292,000
HOUSE RENT ALLOWANCE (50% of Basic)	146,000
COMPENSATORY ALLOWANCE	146,000
ANNUAL BASE SALARY	**584,000**

***Post confirmation a Total Rewards Statement will be issued which will detail out the Compensation and benefits applicable to you**

For Nestlé India Limited

Pratishtha Gupta

Senior Manager - Branch HR

PG

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Date : 16-Feb-2023

OFFER LETTER

Dear **Mr. Barnali Dhar**

Presidency University

Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U291[illegible]H2002[illegible]C136108

REGISTRAR

Annexure - A

NAME	: **BARNALI DHAR**	DESIGNATION	: **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION	: **CSD**	DOJ	: **03-Apr-2023**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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REGISTRAR
Connect SERVICES
+91 9540 [illegible] 666
+91 180[illegible] 20 3473
+91 [illegible] 223473

Date : 16-Feb-2023

OFFER LETTER

Dear **Mr. Suman Bhagat**

Presidency University

Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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+91 9540 [illegible] 666
+91 180[illegible]20 3473
+91 [illegible]223473

Annexure - A

NAME	: **SUMAN BHAGAT**	DESIGNATION	: **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION	: **CSD**	DOJ	: **03-Apr-2023**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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+91 [illegible] 223473

Date : 16-Feb-2023

OFFER LETTER

Dear **Mr. Utkarsh Kumar Singh**

Presidency University Bengaluru

Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2023**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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CIN No. U291[illegible]H2002[illegible]C136108

REGISTRAR

Annexure - A

NAME : **UTKARSH KUMAR SINGH** DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**
DIVISION : **CSD** DOJ : **03-Apr-2023**

Particulars		Amounts(Rs.)
	Fixed Component	
Basic		**21600**
Advance Statuary Bonus		**4004**
Sub Total A		**25604**
	Reimbursement	
Sub Total B		**0**
	Variable Component	
Monthly Performance Linked Reimbursement*		**5586**
Sub Total B1		**5586**
Gratuity****		**1039**
Sub Total C		**1039**
Total Salary Package (A+B+B1+C)		**32229**
Total Salary Package Per Annum		**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

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REGISTRAR
Connect SERVICES
+91 9540[illegible]666
+91 180[illegible]20 3473
+91 120[illegible]223473

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Letter of Intent-Final Placement

December 17, 2022

Dear MUHAMMED LABEEB O T,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)
CTC- 4,00,000/-LPA
Location–Pan India

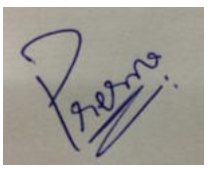
An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja



AVP-Human Resources

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Documents required for issuing the offer letter

We request you to send the below listed documents at sablok.ritika@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card*(Please apply if you do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply if you do not possess one and share acknowledgement with us)*
3. Valid Driving License and 2-Wheeler RC
4. 10th Marksheet
5. 12th Marksheet
6. All semester wise marksheet for Graduation *(in case of any backlog, please share all marksheets)*
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Ritika Sablok@7067085817

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

15th December 2022

Sub: Offer of employment by Pin Click

Dear **Bidisha Paul,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* ***7th February 2023.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.

2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Bidisha Paul**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training
* Two-wheeler is mandatory with valid driving license
* 7-10 days of training period
* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Bidisha Paul**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

* Two-wheeler is mandatory with valid driving license

* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____Anticipated Start Date:_____

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

15th December 2022

Sub: Offer of employment by Pin Click

Dear **Prince Das,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* ***7th February 2023.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.

2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Prince Das**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training
* Two-wheeler is mandatory with valid driving license
* 7-10 days of training period
* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Prince Das**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

* Two-wheeler is mandatory with valid driving license

* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____Anticipated Start Date:_____

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

15th December 2022

Sub: Offer of employment by Pin Click

Dear **Bhavana Raj N,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* ***7th February 2023.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.

2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Bhavana Raj N**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training
* Two-wheeler is mandatory with valid driving license
* 7-10 days of training period
* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Bhavana Raj N**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

* Two-wheeler is mandatory with valid driving license

* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____Anticipated Start Date:_____

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

15th December 2022

Sub: Offer of employment by Pin Click

Dear **Anusha D,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Associate Property Advisor"**, *with effect from* ***7th February 2023.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.

2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.

3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance

4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.

5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.

6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.

8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Anusha D**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	**20,891**	**2,50,692**
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	**Net Salary**	**19,899**	**2,38,788**
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	**1,109**	**13,308**
Total A + C	**Cost to the Company**	**22,000**	**2,64,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training
* Two-wheeler is mandatory with valid driving license
* 7-10 days of training period
* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	**Anusha D**	
	Designation	**Associate Property Advisor**	
	Department	**Sales**	
	Date of Joining	***7th February 2023***	
	CATEGORY	**INR – Monthly**	**INR – Annual**
A	**Fixed Compensation**		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	**23,740**	**2,84,880**
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	**Net Salary**	**22,640**	**2,71,680**
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	**1,260**	**15,120**
Total A + C	**Cost to the Company**	**25,000**	**3,00,000**
	Performance Enhanced Incentives	**15,000***	**1,80,000***

Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

* The Offer/ Salary Is Subjective to Completion of Training

* Two-wheeler is mandatory with valid driving license

* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.

- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

Letter of Intent

a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.

b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:_____ Signature:_____

Date:_____Anticipated Start Date:_____

REGISTRAR PRESIDENCY UNIVERSITY Registrar BANGALORE

Dear Bhavani,
Congratulations!!!

You have been selected with us for a full-time position of **Research Analyst.** Your job location will be either Nashik or Gandhinagar. It will be confirmed at the time of joining.

Your fixed cost to company would be **Rs.2,65,000/-** per annum, and after confirmation fixed cost to the company would be **Rs.3,00,000/-** per annum. This includes a retention bonus of **Rs.25,000/-** per annum.

Hoping for your positive response.

Best regards,

Ankita Kadam
Associate - Talent Management
+91 9819644917
decimalpointanalytics.com

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

SALARY ANNEXURE

	CTC on date of joining	
Compensation Components	Monthly (Rs.)	Annual (Rs.)
Salary & Allowances		
Basic Salary	5,521	66,250
House Rent Allowance	2,760	33,125
Special Allowance	9,653	1,15,840
Employer's Contribution to Provident Fund	1,800	21,600
Total Salary & Allowances	**19,735**	**2,36,815**
Retention Bonus	**2,083**	**25,000**
Total Gross Salary	**21,818**	**2,61,815**
Gratuity	**265**	**3,185**
Total CTC to company	**22,084**	**2,65,000**
Tax Deductions (Subject to Investment Declarations)	-	
Profession Tax	200	
Contribution to Provident fund	3,600	
Net Pay per month	**15,935**	
Total Cost to Company (CTC)		**2,65,000**

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

CTC wef 7th month of DOJ	
Monthly (Rs.)	Annual (Rs.)
6,250	75,000
3,125	37,500
11,441	1,37,294
1,800	21,600
22,616	**2,71,394**
2,083	**25,000**
24,700	**2,96,394**
300	**3,606**
25,000	**3,00,000**
-	
200	
3,600	
18,816	
	3,00,000

CTC wef month of DOJ 13th	
Monthly (Rs.)	Annual (Rs.)
6,250	75,000
3,125	37,500
13,525	1,62,294
1,800	21,600
24,700	**2,96,394**
-	**-**
24,700	**2,96,394**
300	**3,606**
25,000	**3,00,000**
-	
200	
3,600	
20,900	
	3,00,000

Notes:

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.

(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

The contents of this Annexure are company privileged and should be treated as confidential

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Dear Subhash,
Congratulations !!!

You have been selected with us for a full-time position of **Research Analyst.** Your job location will be either Nashik or Gandhinagar. It will be confirmed at the time of joining.

Your fixed cost to company would be **Rs.2,65,000/-** per annum, and after confirmation fixed cost to the company would be **Rs.3,00,000/-** per annum. This includes a retention bonus of **Rs.25,000/-** per annum.

Hoping for your positive response.

Best regards,

Ankita Kadam
Associate - Talent Management
+91 9819644917
decimalpointanalytics.com

REGISTRAR

PRESIDENCY UNIVERSITY
Registrar
BANGALORE

SALARY ANNEXURE

Compensation Components	CTC on date of joining		CTC wef 7th month of DOJ		CTC wef 13th month of DOJ	
	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)	Monthly (Rs.)	Annual (Rs.)
Salary & Allowances						
Basic Salary	5,521	66,250	6,250	75,000	6,250	75,000
House Rent Allowance	2,760	33,125	3,125	37,500	3,125	37,500
Special Allowance	9,653	1,15,840	11,441	1,37,294	13,525	1,62,294
Employer's Contribution to Provident Fund	1,800	21,600	1,800	21,600	1,800	21,600
Total Salary & Allowances	**19,735**	**2,36,815**	**22,616**	**2,71,394**	**24,700**	**2,96,394**
Retention Bonus	**2,083**	**25,000**	**2,083**	**25,000**	**-**	**-**
Total Gross Salary	**21,818**	**2,61,815**	**24,700**	**2,96,394**	**24,700**	**2,96,394**
Gratuity	**265**	**3,185**	**300**	**3,606**	**300**	**3,606**
Total CTC to company	**22,084**	**2,65,000**	**25,000**	**3,00,000**	**25,000**	**3,00,000**
Tax Deductions (Subject to Investment Declarations)	-		-		-	
Profession Tax	200		200		200	
Contribution to Provident fund	3,600		3,600		3,600	
Net Pay per month	**15,935**		**18,816**		**20,900**	
Total Cost to Company (CTC)		**2,65,000**		**3,00,000**		**3,00,000**

Notes:

(1) Company's Contribution to PF is @12% and is calculated considering basic and allowances pay as Rs 15000/-or actual whichever is lower. The contribution to PF from employers side shall be deducted from CTC of employee

(2) The Salary / allowance structure is subject to modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws in force.

(3) All payments would be as per company rules & regulations and administrative procedures regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations applicable to the Company.

The contents of this Annexure are company privileged and should be treated as confidential

REGISTRAR

PRESIDENCY UNIVERSITY Registrar BANGALORE

REGISTRAR

Compensation Breakup

Salutation :	Mr.	
Name :	MATIN BAGHALKOT	
Name of the Institute :	PRESIDENCY UNIVERSITY	
Role :	Management Trainee	
Date of Offer :	09-JAN-2023	
Annual Compensation Break up		**HDBFS Monthly**
Basic	120,000	10,000
HRA	60,000	5,000
Other Allowance	176,800	14,733
Conveyance Allowance	19,200	1,600
Education Allowance	2,400	200
Provident Fund (Employer's contribution)	21,600	1,800
Gross Salary (A)	**400,000**	**33,333**
Gratuity---------- (B)	**5,769**	**481**
Total Fixed Compensation (C=A+B)	**405,769**	**33,814**

Note:

This Offer is subject to positive reference check.

Gratuity is as per " The Payment of Gratuity Act".

Special Note

PAN number is mandatory and has to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for a PAN number if you do not have one.

For **HDB Financial Services Ltd.**

Signature of HR Representative

Signature of Line Manager/Business Head

I Accept the Offer:

Signature

Date (mm/dd/yy)

PRESIDENCY UNIVERSITY * BANGALORE * Registrar

REGISTRAR

AL

Compensation Breakup

Salutation :	Mr.	
Name :	AJITH YC	
Name of the Institute :	PRESIDENCY UNIVERSITY	
Role :	Management Trainee	
Date of Offer :	09-JAN-2023	
Annual Compensation Break up		**HDBFS Monthly**
Basic	120,000	10,000
HRA	60,000	5,000
Other Allowance	176,800	14,733
Conveyance Allowance	19,200	1,600
Education Allowance	2,400	200
Provident Fund (Employer's contribution)	21,600	1,800
Gross Salary (A)	**400,000**	**33,333**
Gratuity---------- (B)	**5,769**	**481**
Total Fixed Compensation (C=A+B)	**405,769**	**33,814**

Note:

This Offer is subject to positive reference check.

Gratuity is as per " The Payment of Gratuity Act".

Special Note

PAN number is mandatory and has to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for a PAN number if you do not have one.

For **HDB Financial Services Ltd.**

Signature of HR Representative

Signature of Line Manager/Business Head

I Accept the Offer:

Signature

Date (mm/dd/yy)

REGISTRAR

(CD)

Compensation Breakup

Salutation :	Ms.	
Name :	PUDATI SREE SAI LAKSHMI TRINAYANI	
Name of the Institute :	PRESIDENCY UNIVERSITY	
Role :	Management Trainee	
Date of Offer :	04-JAN-2023	
Annual Compensation Break up		**HDBFS Monthly**
Basic	120,000	10,000
HRA	60,000	5,000
Other Allowance	176,800	14,733
Conveyance Allowance	19,200	1,600
Education Allowance	2,400	200
Provident Fund (Employer's contribution)	21,600	1,800
Gross Salary (A)	**400,000**	**33,333**
Gratuity---------- (B)	**5,769**	**481**
Total Fixed Compensation (C=A+B)	**405,769**	**33,814**

Note:

This Offer is subject to positive reference check.

Gratuity is as per " The Payment of Gratuity Act".

Special Note

PAN number is mandatory and has to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for a PAN number if you do not have one.

For **HDB Financial Services Ltd.**

Signature of HR Representative

Signature of Line Manager/Business Head

I Accept the Offer:

Signature

Date (mm/dd/yy)