

## **FLEXIBLE BENEFIT PLAN**

### **Structure Your Compensation the Right Way with Maveric FBP Plan**

#### **Flexible Benefit Plan (FBP):**

To better suit your needs, FBP provides flexibility to you in structuring your compensation with the objective of making it more tax-friendly by opting components that are beneficial to you. FBP is composed of the following components. You are eligible to choose components/benefits based on your choice and level /Grade.

#### **a) Sodexo Meal Card:**

Maveric has collaborated with Sodexo to provide Meal card for you. Sodexo has partnered with more than 4000+ vendors across India for an exhaustive acceptance of the card. This card can help you with the purchase of Food, Non-Alcoholic beverages and groceries. This card will be loaded every month along with monthly payroll and there is no requirement for bill submission.

Maximum entitlement of **INR 36,000 per annum** is applicable under this benefit.

#### **b) Health and Wellness:**

This benefit enables you to claim for expenses related to Health club, Gym membership, Yoga, Zumba, Sports activity membership, and similar facilities. Purchase of equipment related to sports, gym & any other aforesaid activities will not be considered. You can claim up to a maximum amount of **INR 24,000 per annum** which will be reimbursed on submission of bills.

#### **c) Communication:**

This benefit enables your communication needs and can help you claim expenses of your Landline, Mobile and Broadband/Dongle expenses.

You can claim up to a maximum amount of **INR 48,000 per annum** which will be reimbursed post submission of bills.

#### **d) Leave Travel Allowance:**

You can claim expenses incurred during your travel under the LTA entitlement. In a block of 4 years the LTA benefit can be availed 2 times.

You can claim a maximum amount of up to **INR 1,00,000 per annum** based on your level/grade.

#### **e) Fuel Reimbursement:**

Everyday office commute expense can get tricky but with Maveric's fuel reimbursement plan, you can claim up to a maximum amount of **INR 28,800 per annum** on purchase of fuel for two/four wheeler for office commutation.

#### **f) Books & Periodicals:**

If you are a bibliophile or just love reading, you can purchase books, periodicals, journals & Newspapers and can claim up to a maximum amount of **INR 24,000 per annum** as reimbursement

  
REGISTRAR  


#### Annexure iv: Roles & Responsibilities

- ✦ Should understand Revenue and Pricing.
- ✦ Should understand commercial models in IT services context – T&M, Fixed pricing etc.
- ✦ Should be able to work on Commercial proposals based on inputs from multiple departments.
- ✦ Should be able to analyse profitability and provide key insights to the leadership.
- ✦ Should be able to review MSAs, SOWs and provide feedback to the Growth Leaders.
- ✦ Should be able to work with the internal and external stakeholders to execute contracts / renewals.
- ✦ Work closely with client stake holders from procurement, Accounts payable and vendor management to ensure process adherence related to the respective functions.
- ✦ Facilitating & Monitoring the Onboarding/Offboarding process with the client (End to End)
- ✦ Co-ordinating with client stakeholders on issues & escalations relating to onboarding.
- ✦ Accruals / Invoices to be shared with Finance team as per the SLA.
- ✦ Invoices to be shared with Client after getting necessary approvals.
- ✦ Tracking collections by co-ordinating with Finance team
- ✦ Frequent reconciliation with Finance team on revenue, invoices, and collections
- ✦ Organising weekly/fortnightly/monthly governance with Delivery and Growth leaders
- ✦ Revenue budget versus actuals/projections (Monthly)
- ✦ Tracking Project profitability (Monthly)
- ✦ Other reports and dashboards as required.

  
REGISTRAR  


**S.L.R ASSOCIATES**  
**Auditors and Tax Consultants**

Date: 22-Feb-2023

**Reon Anthony Abraham**

Dear Reon ,

This has reference to the discussions you had with us. This is to confirm our intent to offer you a position as per the details below.

**Designation: Process Associate – Audit Associate**

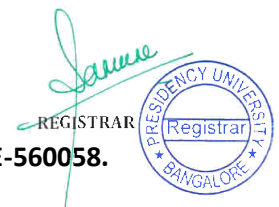
| <b>Emoluments A</b>                       | <b>Per Annum</b> | <b>Per Month</b> |
|---|------------------|------------------|
| Basic                                     | 184090           | 15341            |
| Statutory Pay                             | 15464            | 1289             |
| Employer's Contribution to Provident Fund | 21600            | 1800             |
| <b>Fixed Emolument</b>                    | <b>221154</b>    | <b>18430</b>     |
| Performance Based Incentive*              | 8846             | 737              |
| <b>Total Emoluments (A)</b>               | <b>230000</b>    | <b>19167</b>     |
| <b>Benefits B</b>                         |                  |                  |
| Employer's contribution of ESI            | 6486             |                  |
| Gratuity**                                | 8850             |                  |
| <b>Total Benefits (B)</b>                 | <b>15536</b>     |                  |
| <b>Cost To Company (CTC):Total (A+B)</b>  | <b>245336</b>    |                  |
| <b>Deductions</b>                         |                  |                  |
| Employer's Contribution to Provident Fund |                  | 1800             |
| Employee's Contribution to Provident Fund |                  | 1800             |
| Employee's Contribution to ESI            |                  | 125              |
| <b>Net pay</b>                            |                  | <b>14705</b>     |

**\*Compensation would be as per company prevailing policies.**

**(\* - Based on completion of exams and as per business requirement)**

No.117/4,1<sup>ST</sup> FLOOR, OPP: -AEGIS AUTOGAS PEENYA 2<sup>ND</sup> STAGE, BANGALORE-560058.

PH.NO: - +91 8892809925/+91 8971899675



**S.L.R ASSOCIATES**  
**Auditors and Tax Consultants**

Your appointment is subject to the following:

1. Back ground check
2. You clearing your final semester/year exams with 50% aggregate

A detailed appointment letter will be issued to you on DOJ.

Looking forward to a long and mutually beneficial association.

Yours faithfully,  
For S.L.R Associates



**Sridhar M P**  
**Proprietor**

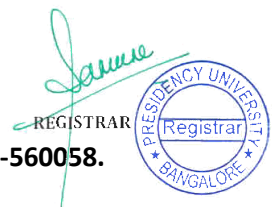
Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Sign: \_\_\_\_\_

**No.117/4,1<sup>ST</sup> FLOOR, OPP: -AEGIS AUTOGAS PEENYA 2<sup>ND</sup> STAGE, BANGALORE-560058.**

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**Muthoot Finance**

Great  
Place  
To  
Work.

Certified

APR 2021 - MAR 2022  
INDIA

Ref: HRD PL/02954/2023

21-April-2023

To

**Mr. Jayapala Reddy C K,**  
No:52, Near Bus Stop ,Cholashetty Halli  
Chikkaballapur,  
Bangalore -562108

Dear Reddy,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs.3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **25<sup>th</sup> April 2023** at the address below.

**MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakannahalli, Kariyanapalya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Authorized Signatory  
Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

**Muthoot Finance Ltd.**

Reg. Office: 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 018, Kerala, India  
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mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

**The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**



**Annexure: 1**

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Jayapala Reddy C K        |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus of 50,000 Thousand will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



**Annexure: 2**

**List of Documents required to submit at the time of Joining**

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.







Ref: HRD PL/02956/2023

21-April-2023

To

Miss.Priya S,  
Near Chowdeshwari Temple,  
Madanayaknahalli  
Bangalore -560024

Dear Priya,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee – Credit based** out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs.3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **25<sup>th</sup> April 2023** at the address below.

**MUTHOOT FINANCE LIMITED,**  
Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakannahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr.Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Authorized Signatory  
Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

**Muthoot Finance Ltd.**

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**The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



**Annexure: 1**

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Priya S                   |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus of 50,000 Thousand will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



**Annexure: 2**

**List of Documents required to submit at the time of Joining**

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
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- Copy of Aadhar Card (mandatory) & PAN Card (if available).
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- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.

*[Handwritten Signature]*



Ref: HRD PL/02955/2023

21-April-2023

To

**Mr. Bharath Prasanna K,**  
No: Girija Nilaya, Hebbal,  
Bangalore -560024

Dear Bharath,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee – Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **25<sup>th</sup> April 2023** at the address below.

**MUTHOOT FINANCE LIMITED,**  
Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
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Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd



Authorized Signatory  
Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

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**Muthoot Family - 800 years of Business Legacy**



**Annexure: 1**

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Bharath Prasanna K        |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| Retrial (B)                  | 3,216.00                  | 38,590.00          |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

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**Annexure: 2**

**List of Documents required to submit at the time of Joining**

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
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- Copy of Aadhar Card (mandatory) & PAN Card (if available).
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# Muthoot Finance



Ref: HRD PL/02919/2023

28-March-2023

To,

**Miss.Pragathi V,**  
No:57,3rd Cross,26th Main,  
Nandini Layout,  
Bangalore -560096

Dear Pragathi,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

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Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr.Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishna  
n  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

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**Muthoot Family - 800 years of Business Legacy**

**Annexure: 1**

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Pragathi V                |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
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## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
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- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



#### Muthoot Finance Ltd.

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 018, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakannahalli, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 089, Karnataka, India  
Phone: +91 080 2548 9950  
mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

#### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



# Muthoot Finance

Ref: HRD PL/03014/2023

28-March-2023



To,

**Mr. Bharath Kumar V S,**  
7-1102 Indiramma Colony Kalikiri,  
Andhra Pradesh, 517234

Dear Bharat,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560084, Karnataka, India  
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**



## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Bharath Kumar V S         |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.

### Muthoot Finance Ltd.

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Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakannahalli, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 081, Karnataka, India  
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### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



#### Muthoot Finance Ltd.

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
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#### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
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Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

ManpowerGroup Services India Pvt. Ltd.  
Suit No A-1A, 1st Floor,  
Gobind Mansion, H-Block,  
Indra Palace, Connaught Circus,  
New Delhi - 110001

CIN - U74910DL1997PTC085591

T : +91 - 11- 66497500  
www.manpowergroup.co.in



Date: 17-Mar-2023

Name: LAKSHMI M K

Subject: OFFER FOR FIXED TERM CONTRACT

Dear LAKSHMI M K,

With reference to your appointment with ManpowerGroup Services India Pvt. Ltd., We have pleasure in offering you the position of "PROCESS ASSOCIATE" in our organization on a Fixed Term Contract basis.

The detail of the offer is as follow –

|                          |   |                           |
|--------------------------|---|---------------------------|
| Start date of Assignment | : | 20 <sup>th</sup> Mar 2023 |
| End date of Assignment   | : | 31 <sup>st</sup> Dec 2023 |
| CTC per Month            | : | Rs 23,000/-               |

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

Please refer the Annexure for compensation details:

This offer is contingent upon your liability to provide us/upload the copies of the documents as per joining kit.

If you wish to accept this offer, kindly send the accepted copy of the same along with a copy of your accepted resignation letter or relieving letter (if applicable). In case the signed acceptance and required documents are not received by Manpower within 7 days of the offer date, Manpower at their discretion reserve their right to treat this offer as withdrawn automatically without further notice.

For Manpower Group service India Pvt Ltd.

Signature



Signature

Accepted by LAKSHMI M K





**ANNEXURE**

Name: LAKSHMI M K

Location: BANGALORE (ADUGODI)

Designation: PROCESS ASSOCIATE

| <b>Salary Structure</b>      |                |                     |
|------------------------------|----------------|---------------------|
| <b>Particulars</b>           |                | <b>Amount (Rs.)</b> |
| Basic                        | Provide        | 16255               |
| HRA                          | 48.63%         | 2681                |
| Bonus                        | <b>Monthly</b> | 1354                |
| EPF Contribution             | Yes            | 1,800               |
| PF Admin Charges             |                | 75                  |
| EDLI Charges                 |                | 75                  |
| ESI Contribution             |                | 659                 |
| Insurance Charges            | Yes            | 100                 |
| TOTAL CTC                    |                | <b>23,000</b>       |
| <b>for Employee</b>          |                |                     |
| Gross Salary                 |                | 20290               |
| EPF Deduction                |                | 1,800               |
| ESI Deduction                |                | 152                 |
| Take Home Salary (Pre -PT)   |                | <b>18,338</b>       |
| P.Tax as applicable in state |                | 200                 |
| <b>TAKE HOME</b>             |                | <b>18,138</b>       |


The candidate needs to serve a 30 days' Notice Period in case he/she submits his/her resignation before the expiry of this Fixed Term Contract.

\*Professional tax will be deducted as per the state slab from gross salary

Signature

Accepted By (LAKSHMI M K)

Date:

  
REGISTRAR  


Date: 20th March 2023

Name of Candidate: **Mr. Shahbaz Alam**

Subject: Offer Letter

Dear **Shahbaz**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Bangalore** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

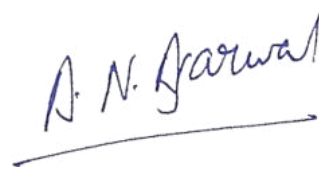
Your proposed date of Joining is **05th July 2023**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Shahbaz Alam**

  
REGISTRAR  


**Annexure I**

| Earnings                               | Per Month    | Annually      |
|--|--------------|---------------|
| Basic Salary                           | 17080        | 204960        |
| HRA                                    | 6832         | 81984         |
| Conveyance                             | 800          | 9600          |
| Others                                 | 3288         | 39456         |
| <b>Gross Salary</b>                    | <b>28000</b> | <b>336000</b> |
| Deduction                              |              |               |
| P.T.                                   | 200          | 2500          |
| <b>Net Salary</b>                      | <b>27800</b> | <b>333500</b> |
| Indicative Incentive *                 | 40000        | 480000        |
| <b>Total CTC (Including Incentive)</b> | <b>68000</b> | <b>816000</b> |

**Note: -**

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.
- PF if applicable, shall be part of CTC.

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Shaarvari R,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process*. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



REGISTRAR

Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Shaarvari R                                  |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

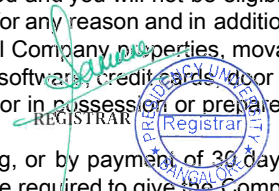
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Prajwal S,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Prajwal S                                    |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
 REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

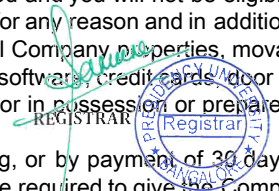
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Bharath Cg**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



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**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Bharath Cg                                   |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

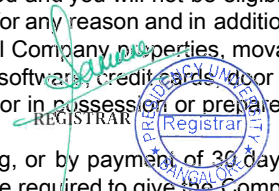
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Thursday, April 27, 2023

Dear **Shivakumar S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, May 10, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, May 10, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, May 10, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Shivakumar S                                 |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, May 10, 2023                      |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund



- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 12 Months with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

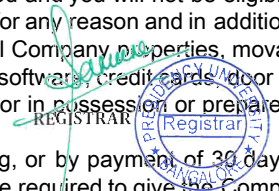
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*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
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| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
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- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Afiya Mohsin**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Afiya Mohsin                                 |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

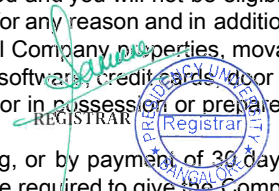
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR 



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Md Badiyuddin Salman c**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Md Badiyuddin Salman c                       |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
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- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

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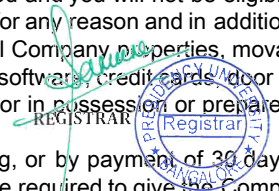
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9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

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#### Annexure - B

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|------------------------------|---|--|
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- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR 



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Umme Saniya g**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

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The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



REGISTRAR

**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Umme Saniya g                                |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

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- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
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- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

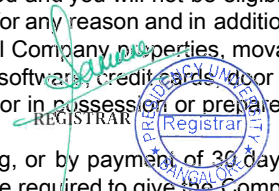
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Hithaishree Hithaishree b r**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Hithaishree Hithaishree b r                  |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
 REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

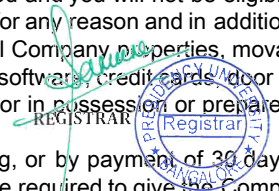
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Deekshitha Poojari**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Deekshitha Poojari                           |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

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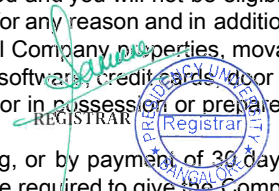
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9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

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|------------------------------|---|--|
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| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
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- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  






## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ghousiya Samdani**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Ghousiya Samdani                             |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

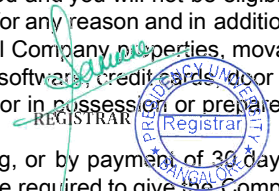
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Meghana Mv**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Meghana Mv                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

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*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

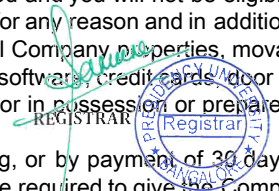
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ghousiya Khanum**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



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**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Ghousiya Khanum                              |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

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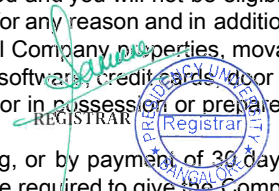
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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

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| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

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- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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# Muthoot Finance

Ref: HRD PL/03015/2024

28-March-2023



To,

**Mr. Sanjay D,**  
S Madivala Samandar Post, Anekal  
Taluk, Bangalore, Karnataka, 562106

Dear Sanjay,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560084, Karnataka, India  
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Sanjay D                  |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful completion of Training Period. Any Incentives earned during the financial year is part of PLIB.

### Muthoot Finance Ltd.

Reg. Office: 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakannahalli, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 081, Karnataka, India  
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### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



#### Muthoot Finance Ltd.

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakannahalli, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 081, Karnataka, India  
Phone: +91 080 2548 9950

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#### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



**Muthoot Finance**



Ref: HRD PL/02960/2023

21-April-2023

To

**Miss. Pavithra M,**  
No:1/4/5 1<sup>st</sup> Main 5<sup>th</sup> Cross,  
1<sup>st</sup> Main Opposite Gora Guntepalaya,  
Bangalore-560022.

Dear Pavithra M,

**Sub: Employment Offer**

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee – Sales** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs.3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **25<sup>th</sup> April 2023** at the address below.

**MUTHOOT FINANCE LIMITED,**  
Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr.Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Authorized Signatory  
Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

**Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 68 018, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 084, Karnataka, India  
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**The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**





**Annexure: 1**

| Salary Fitment Sheet         |                          |                    |
|------------------------------|--------------------------|--------------------|
| Name                         | Pavithra M               |                    |
| Designation                  | Management Trainee-Sales |                    |
| Role                         | Management Trainee-Sales |                    |
| Location                     | Mumbai                   |                    |
| Grade                        | MT                       |                    |
|                              | Offered Salary           |                    |
| Salary Particulars           | Monthly CTC (Rs.)        | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                | 2,16,000.00        |
| HRA                          | 6,823.67                 | 81,884.00          |
| Other Allowance              | 3,210.50                 | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>         | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                 | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                     | 0.00               |
| Gratuity                     | 866.00                   | 10,390.00          |
| Mediclaime                   | 400.00                   | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>          | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>         | <b>3,75,000.00</b> |
| <b>PLIB</b>                  |                          |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>         | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus of 50,000 Thousand will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.





**Annexure: 2**

**List of Documents required to submit at the time of Joining**

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.





## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Raashid Manzoor**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Raashid Manzoor                              |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
 REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

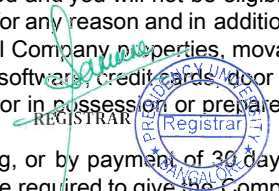
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.


#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR 



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sumit Kumar**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process*. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Sumit Kumar                                  |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                       | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
 REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

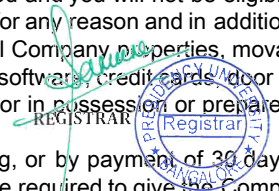
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR 



Date: 18 March 2023

Chethan Singh N

Bangalore

Bangalore-000000000

**Sub: Employment Letter**

Dear Chethan,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Executive Accounts** in the **Finance** with **CONNEQT Business Solutions Limited** (The Company) with effect from **20 March 2023** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **245324.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **280000.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on **20 March 2023** .Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Bangalore** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque





Your employment with the Company can be terminated upon 30 days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

Tony Jacob Joseph

Assistant Vice President - Human Resources

I accept the terms of this letter

\_\_\_\_\_

**Name :** Chethan Singh N  
**Grade :** 1B **Function :** Finance  
**Designation :** Executive Accounts

You will be entitled to the following remuneration effective your date of joining.

| Component  | Amount (Rs)<br>Per Month | Amount(Rs)<br>Per Year |
|--|--------------------------|------------------------|
| <b>A. Fixed Pay</b>  |                          |                        |
| Basic Salary   | 8166.67                  | 98000.00               |
| House Rent Allowance   | 4900.00                  | 58800.00               |
| Other Allowance  | 3796.00                  | 45552.00               |
| Advance Statutory Bonus  | 1248.00                  | 14976.00               |
| Performance Bonus  | 0.00                     | 27996.00               |
| PERFORMACNE BONUS: Paid based on performacne on Monthly / Quartely / Annual basis  |                          |                        |
| <b>C. MONTHLY GROSS (A+B)</b>  | 20443.67                 | 245324.04              |
| <b>D. BENEFITS</b>   |                          |                        |
| <b>PROVIDENT FUND</b> - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will con tribute the same amount as employee contribution)   | 1436.00                  | 17232.00               |
| <b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)   | 393.00                   | 4716.00                |
| <b>ESI - Company Contribution</b> (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gro ss will be recovered towards you.                  | 664.00                   | 7968.00                |
| <b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)   | 397.00                   | 4764.00                |
| <b>E. TOTAL COST TO COMPANY (D + E)</b>  | 23333.67                 | 280000.00              |
| <b>F. Employee Contribution</b>  |                          |                        |
| <b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will con tribute the same amount as employee contribution). | 1436.00                  | 17232.00               |
| <b>ESI -Employee Contribution</b> (As per the ESI Act, employee shall contribute 1.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 1.75% of your month ly gross will be recovered towards you.                 | 153.33                   | 1839.93                |

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act. #Performance Pay shall vary based upon your Performance Rating. #Mobile Phone (need based, reimbursement within certain limits).



I accept the terms of this letter.

REGISTRAR







Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

April 10, 2023

**Meghana R**  
Bangalore

Dear Meghana,

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2023. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

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You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm'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 entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

*[Signature]*  
Registrar  
BANGALORE UNIVERSITY

**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



### JM Financial Products Limited

|                     |                    |
|---------------------|--------------------|
| <b>Name:</b>        | Meghana R          |
| <b>Designation:</b> | Management Trainee |
| <b>Department</b>   | Sales              |

| Particulars                   | Monthly (Rs.) | Annual (Rs.)    |
|-------------------------------|---------------|-----------------|
| Basic                         | 18,000        | 2,16,000        |
| HRA                           | 10,800        | 1,29,600        |
| Supplementary Allowance       | 5,440         | 65,280          |
| Advance Statutory Bonus       | 3,600         | 43,200          |
| Employer's Contribution to PF | 2,160         | 25,920          |
| <b>Total Fixed Salary</b>     | <b>40,000</b> | <b>4,80,000</b> |

|   |
|---|
| <b>Note:</b>  |
| The above amount includes your Travel/Conveyance  |
| <b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF. |
| <b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.                     |
| <b>Other Benefits</b>   |
| <b>Group Insurance Policy as per Company Policy</b><br>Mediclaime & Hospitalization Insurance Cover<br>Term Life Insurance Cover<br>Personal Accident Cover   |
| <b>Employee Health Check-up as per Company policy</b>   |
| <b>Gratuity:-</b> Payable as per the Gratuity Act, 1972.  |

APD

  
 REGISTRAR  


April 10, 2023

**Dinesh Kumar J R**  
Bangalore

Dear Dinesh,

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2023. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

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You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm'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 entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

*[Signature]*  
Registrar  
BANGALORE

**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



### JM Financial Products Limited

|                     |                    |
|---------------------|--------------------|
| <b>Name:</b>        | Dinesh Kumar J R   |
| <b>Designation:</b> | Management Trainee |
| <b>Department</b>   | Sales              |

| Particulars                   | Monthly (Rs.) | Annual (Rs.)    |
|-------------------------------|---------------|-----------------|
| Basic                         | 18,000        | 2,16,000        |
| HRA                           | 10,800        | 1,29,600        |
| Supplementary Allowance       | 5,440         | 65,280          |
| Advance Statutory Bonus       | 3,600         | 43,200          |
| Employer's Contribution to PF | 2,160         | 25,920          |
| <b>Total Fixed Salary</b>     | <b>40,000</b> | <b>4,80,000</b> |

|   |
|---|
| <b>Note:</b>  |
| The above amount includes your Travel/Conveyance  |
| <b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF. |
| <b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.                     |
| <b>Other Benefits</b>   |
| <b>Group Insurance Policy as per Company Policy</b><br>Mediclaime & Hospitalization Insurance Cover<br>Term Life Insurance Cover<br>Personal Accident Cover   |
| <b>Employee Health Check-up as per Company policy</b>   |
| <b>Gratuity:-</b> Payable as per the Gratuity Act, 1972.  |

APD

  
 REGISTRAR  


April 10, 2023

**Shravan B**  
Bangalore

Dear Shravan,

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2023. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

*Shravan*  
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BANGALORE

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm'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 entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

*[Signature]*  
Registrar  
BANGALORE

**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

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You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_





### JM Financial Products Limited

|                     |                    |
|---------------------|--------------------|
| <b>Name:</b>        | Shravan B          |
| <b>Designation:</b> | Management Trainee |
| <b>Department</b>   | Sales              |

| Particulars                   | Monthly (Rs.) | Annual (Rs.)    |
|-------------------------------|---------------|-----------------|
| Basic                         | 18,000        | 2,16,000        |
| HRA                           | 10,800        | 1,29,600        |
| Supplementary Allowance       | 5,440         | 65,280          |
| Advance Statutory Bonus       | 3,600         | 43,200          |
| Employer's Contribution to PF | 2,160         | 25,920          |
| <b>Total Fixed Salary</b>     | <b>40,000</b> | <b>4,80,000</b> |

|   |
|---|
| <b>Note:</b>  |
| The above amount includes your Travel/Conveyance  |
| <b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF. |
| <b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.                     |
| <b>Other Benefits</b>   |
| <b>Group Insurance Policy as per Company Policy</b><br>Mediclaime & Hospitalization Insurance Cover<br>Term Life Insurance Cover<br>Personal Accident Cover   |
| <b>Employee Health Check-up as per Company policy</b>   |
| <b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.   |



  
REGISTRAR  


April 10, 2023

**S Pooja**  
Bangalore

Dear Pooja,

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2023. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

*Sanne*  
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BANGALORE

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm'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 entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

*[Signature]*  
Registrar  
BANGALORE

**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



### JM Financial Products Limited

|                     |                    |
|---------------------|--------------------|
| <b>Name:</b>        | S Pooja            |
| <b>Designation:</b> | Management Trainee |
| <b>Department</b>   | Sales              |

| Particulars                   | Monthly (Rs.) | Annual (Rs.)    |
|-------------------------------|---------------|-----------------|
| Basic                         | 18,000        | 2,16,000        |
| HRA                           | 10,800        | 1,29,600        |
| Supplementary Allowance       | 5,440         | 65,280          |
| Advance Statutory Bonus       | 3,600         | 43,200          |
| Employer's Contribution to PF | 2,160         | 25,920          |
| <b>Total Fixed Salary</b>     | <b>40,000</b> | <b>4,80,000</b> |

|   |
|---|
| <b>Note:</b>  |
| The above amount includes your Travel/Conveyance  |
| <b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF. |
| <b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.                     |
| <b>Other Benefits</b>   |
| <b>Group Insurance Policy as per Company Policy</b><br>Mediclaime & Hospitalization Insurance Cover<br>Term Life Insurance Cover<br>Personal Accident Cover   |
| <b>Employee Health Check-up as per Company policy</b>   |
| <b>Gratuity:-</b> Payable as per the Gratuity Act, 1972.  |

APD

  
 REGISTRAR  


April 10, 2023

**Sai Sumanth G**  
Bangalore

Dear Sai,

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2023. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

*Sai Sumanth G*  
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BANGALORE



You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

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Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

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#### **9. Employee Hand Book and Code of Conduct**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm'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 entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).

*[Signature]*  
Registrar  
BANGALORE

**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



### JM Financial Products Limited

|                     |                    |
|---------------------|--------------------|
| <b>Name:</b>        | Sai Sumanth G      |
| <b>Designation:</b> | Management Trainee |
| <b>Department</b>   | Sales              |

| <b>Particulars</b>            | <b>Monthly (Rs.)</b> | <b>Annual (Rs.)</b> |
|-------------------------------|----------------------|---------------------|
| Basic                         | 18,000               | 2,16,000            |
| HRA                           | 10,800               | 1,29,600            |
| Supplementary Allowance       | 5,440                | 65,280              |
| Advance Statutory Bonus       | 3,600                | 43,200              |
| Employer's Contribution to PF | 2,160                | 25,920              |
| <b>Total Fixed Salary</b>     | <b>40,000</b>        | <b>4,80,000</b>     |

| <b>Note:</b>  |
|---|
| The above amount includes your Travel/Conveyance  |
| <b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF. |
| <b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.                     |
| <b>Other Benefits</b>   |
| <b>Group Insurance Policy as per Company Policy</b><br>Mediclaime & Hospitalization Insurance Cover<br>Term Life Insurance Cover<br>Personal Accident Cover   |
| <b>Employee Health Check-up as per Company policy</b>   |
| <b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.   |



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer later infiniti research

ADITI <ADITI.20212MBL0053@presidencyuniversity.in>

Tue 5/2/2023 12:57 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Aditi RG.pdf;

Hi Aditi,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep, 2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you will not be entitled for contract fees. A written communication will be given if the contract is extended.



- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.
- **Addendum:** Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

1st Floor-Left Wing, Embassy Signet, Cessna Business Park, Kadubeesanahalli

Bangalore-560103

Contact No. 8904531582

Website: [www.infinitiresearch.com](http://www.infinitiresearch.com)

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## Offer letter Infinity Research

MUHAMMED <MUHAMMED.20212MBL0061@presidencyuniversity.in>

Tue 5/2/2023 12:57 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Muhammed Zeeshan TT.pdf;

Hi Zeeshan,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you ~~will~~ not be entitled for contract fees. A written communication will be given if the contract is extended.
- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.

  
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- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

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## Infiniti Research Offer letter

LATHA GOWDA T <LATHA.20212MBL0071@presidencyuniversity.in>

Tue 5/2/2023 12:17 PM

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

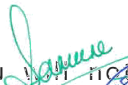

📎 1 attachments (84 KB)

Annexure - Contract - Latha Gowda.pdf;

Hi Latha,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you ~~will~~ not be entitled for contract fees. A written communication will be given if the contract is extended.
- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.

  
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- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

1st Floor-Left Wing, Embassy Signet, Cessna Business Park, Kadubeesanahalli

Bangalore-560103

Contact No. 8904531582

Website: [www.infinitiresearch.com](http://www.infinitiresearch.com)

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## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made

**BETWEEN**

**Square Yards Consulting Pvt Ltd**

A Company incorporated under Companies Act, in the Republic of India and having its Registered office (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

**AND**

**Angshuman Duarah, S/o. Sh. Jagat R/o. Moranhat ward no 4, Assam 785670** (herein after referred to as the "the Employee" which expression shall include its successors and assigns) of the **other part**;

It is agreed that the Company will employ **Angshuman Duarah** as **Investment Manager** of the Company on the particulars/terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

### 1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
- "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
  - "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
  - "the Company" means a company registered under Companies Act , or Companies Act, 2013 named as Square Yards Consulting Pvt Ltd also includes its associated companies etc.
  - "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
  - "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
  - "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
  - "Month" means a calendar month
  - References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
  - Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
  - Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

### 2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

  
REGISTRAR  


  
Dr. Angshuman Duarah  
Digitally signed by Angshuman Duarah on 11/07/2023 10:16:56:26 IST  
DN: cn=Angshuman Duarah, o=Square Yards Consulting Pvt Ltd, email=angshuman@squareyards.com

### 3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

### 4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

### 5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2. The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

### 6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse. The variable incentives can also be negative in case the targets are not achieved. The basis of calculating the variable incentives (both positive & negative) is included in the Compensation policy uploaded on Square Beats. The Compensation policy will be subject to change from time to time at the sole discretion of the company.

## 7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

## 8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

## 9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
- If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
  - If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
  - If the Employee commits any material breach of his/her duties or obligations under this Agreement.
  - If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
  - Habitual absence without approval of leaves.
  - Habitual neglect of work or gross or habitual negligence.
  - Commission of any act not in conformity with discipline or good behavior.
  - Seeking or giving illegal gratification.
  - Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
  - If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

REGISTRAR

REGISTRAR

PRESIDENT UNIVERSITY  
BANGALORE

Dr. Anurag Kumar Dhanraj

14/2023-03-16 14:58:26 IST  
Using dhanraj.kumar@gmail.com



- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

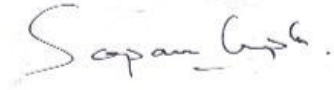
## 10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever, against the Company.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of  
Square Yards Consulting Pvt Ltd



Authorised Signatory

Date .....

All Terms and Condition  
Accepted:

\_\_\_\_\_  
(Name of Employee)



REGISTRAR



Dr. Anuphuma Dasrath



Digitally signed by Anuphuma Dasrath  
DN: cn=Anuphuma Dasrath, o=Presidency University  
Bangalore, email=anuphuma.dasrath@presidencyuniversity.org

At 2023-03-16 14:56:26 IST  
Using anuphuma.dasrath@gmail.com

## CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

### 1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt Ltd under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

### 2. INTELLECTUAL PROPERTY shall include:


- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

### 3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company, embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

*[Handwritten Signature]*  


*[Handwritten Signature]*  
  
Dr. Anurag Kumar Duggirala  
14-2023-03-16 14:58:26 IST  
Using durgamcheruvu@gmail.com


**4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:**

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
  - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
  - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
  - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
  - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED  
for and on behalf of  
Square Yards Consulting Pvt Ltd



Authorised Signatory

Date .....

All Terms and Conditions  
Accepted:

\_\_\_\_\_  
(Name of Employee)

  
  
  
Digitally signed by Registrar in  
DN: cn=Registrar, o=Presidency University,  
c=IN  
Dr. Anurag Kumar Dhanraj  
14/08/2023 10:16:14+05:30:26 IST  
Using dnarekhan@gmail.com

**ANNEXURE A**

**PARTICULARS OF EMPLOYMENT**

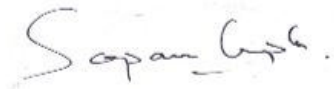
|   |   |
|---|---|
| <b><u>The Company:</u></b><br>Square Yards Consulting Pvt Ltd<br>Corporate Address:     |   |
| <b><u>The Employee:</u></b><br>Angshuman Duarah<br>Moranhat ward no 4, Assam 785670     |   |
| <b><u>Job Title:</u></b><br>Investment Manager  |   |
| <b><u>Compensation:</u></b><br>- Annual Gross CTC: 300,000                              |   |
| <b><u>Employee ID:</u></b> SQY38584   | <b><u>Department:</u></b> Primary Sales India |
| <b><u>Job Location:</u></b> Bangalore (Smartworks)                                      | <b><u>Date of Joining:</u></b> 02-Mar-2023    |
| <b><u>Notice Period:</u></b><br>During Probation: 0 days<br>After Confirmation: 15 days |   |

The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED  
for and on behalf of  
Square Yards Consulting Pvt Ltd

All Terms and Conditions  
Accepted:



Authorised Signatory

\_\_\_\_\_  
(Name of Employee)

Date .....

  
REGISTRAR

  
Registrar  
BANGALORE

Digitally signed by Registrar  
DN: cn=Registrar, o=Presidency University, ou=Registrar, email=Registrar@presidencyuniversity.org

Dr. Angshuman Duarah  
  
14/03/2023 09:16:16 +05:30:00 IST  
Duhg.duarahangshuman@gmail.com

**ANNEX B- CTC Breakup**

**Angshuman Duarah (SQY38584)**

|                           | Yearly CTC     | Monthly CTC   |
|---------------------------|----------------|---------------|
| <b>CTC</b>                | <b>300,000</b> | <b>25,000</b> |
| <b>Earning</b>            |                |               |
| Basic                     | 195,000        | 16,250        |
| HRA                       | 83,400         | 6,950         |
| Statutory Bonus           | 0              | 0             |
| Performance Linked Payout | 0              | 0             |
| Special Allowance         | 0              | 0             |
| Lunch                     | 0              | 0             |
| LTA                       | 0              | 0             |
| Uniform Allowance         | 0              | 0             |
| Children Allowance        | 0              | 0             |
| Books & Periodicals       | 0              | 0             |
| Telephone allowance       | 0              | 0             |
| Car Running & Maint       | 0              | 0             |
| <b>Statutory Benefits</b> |                |               |
| PF (Employer Part)        | 21,600         | 1,800         |
| LWF (Employer Part)       | 0              | 0             |
| ESIC (Employer Part)      | 0              | 0             |
| Gratuity                  | 0              | 0             |
| <b>Monthly Gross</b>      | <b>278,400</b> | <b>23,200</b> |
| PF (Employee Part)        | 21,600         | 1,800         |
| LWF (Employee Part)       | 0              | 0             |
| ESIC (Employee Part)      | 0              | 0             |
| P TAX                     | 2,400          | 200           |
| PA Cover                  | 180            | 15            |
| Medicclaim                | 4,800          | 400           |
| <b>Net Pay</b>            | <b>249,420</b> | <b>20,785</b> |

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED  
for and on behalf of  
Square Yards Consulting Pvt Ltd

*Sapan Gupta*

All Terms and Conditions  
Accepted:

REGISTRAR



*Dr. Angshuman Duarah*  
Digitally signed by Angshuman Duarah  
DN: cn=Angshuman Duarah, o=Angshuman Duarah  
14/03/2024 09:16:14 +05:30 IST  
Duhg.duarahangshuman@gmail.com



Authorised Signatory

Date .....

\_\_\_\_\_  
(Name of Employee)

  
REGISTRAR



  
Dr. Aneshuman Dasgupta

Digitally signed Aneshuman Dasgupta in  
PKCS#7 format  
At 2023-03-16 14:56:26 IST  
Using aneshuman@gmail.com



# Muthoot Finance

Ref: HRD PL/03016/2025

28-March-2023



To,

**Mr. Madhusudhan C,**  
S.Madivala, Samandur(Post),  
Anekal(Taluk) Banglore, Karnataka,  
562106

Dear Madhusudhan,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajpuram, Bangalore-560084  
Contact Person: Mr.Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560084, Karnataka, India  
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Madhusudhan C             |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



# Muthoot Finance

Ref: HRD PL/03017/2026

28-March-2023



To,

**Mr. Sudharsan S,**  
L Subbaiyan Nilayam Plot #09, Radha  
Nagar Reddipalayam Road, Thanjavur,  
Tamil Nadu, 613009

Dear Sudharsan,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

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Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Sudharsan S               |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
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| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



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#### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**OL No: TN821**

**28 December 2022**

Dear **Pragna P**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **16 January 2023 to 25 January 2023**

OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

## Training Policy


- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN822**

**28 December 2022**

Dear **Thavasi S,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **16 January 2023 to 25 January 2023**

OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


## Training Policy



- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 



## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
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- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN823**

**28 December 2022**

Dear **K S Gokul**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

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(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN824**

**28 December 2022**

Dear **Kasa Jaya Simha Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.


Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN825**

**28 December 2022**

Dear **Poojitha M,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
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(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN826**

**28 December 2022**

Dear **Preksha S,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 



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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN827**

**28 December 2022**

Dear **Noor Fathima,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

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

  
REGISTRAR 

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN828**

**28 December 2022**

Dear **Harish S,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

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

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

(Candidate's Signature)

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

  
REGISTRAR  




**OL No: TN829**

**28 December 2022**

Dear **Janani N,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN830**

**28 December 2022**

Dear **Siddavarapu Lakshmi Sowmya**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN831**

**28 December 2022**

Dear **Shubham S Gonnagar**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  




## Training Policy



- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
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- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN832**

**28 December 2022**

Dear **Mandara S,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **16 January 2023 to 25 January 2023**

OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


## Training Policy



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Please indicate your acceptance of this offer by signing below.

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN833**

**28 December 2022**

Dear **Ramya N**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 



## ANNEXURE

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN834**

**28 December 2022**

Dear **Siddharth T A,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN835**

**28 December 2022**

Dear **Vandana C M,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


## Training Policy

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Please indicate your acceptance of this offer by signing below.

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

## ANNEXURE

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

(Candidate's Signature)

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

  
REGISTRAR 



**OL No: TN836**

**28 December 2022**

Dear **Deepak S M**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


## Training Policy

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

## ANNEXURE

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Photocopies of

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- 2 passport size photographs.
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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN837**

**28 December 2022**

Dear **Alen Xavier**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

## Training Policy



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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

## ANNEXURE

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Photocopies of

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN838****28 December 2022**Dear **Sai Chaitanya Y**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  




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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN839**

**28 December 2022**

Dear **Roja R,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR  


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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN840**

**28 December 2022**

Dear **Sagar S**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
REGISTRAR 

## Training Policy



- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

  
REGISTRAR 



## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN841**

**28 December 2022**

Dear **Durga Shree P N**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **16 January 2023 to 25 January 2023**

OJT Start Date: **26 January 2023**

OJT End Date: **31 July 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
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SIGNATURE: \_\_\_\_\_  
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DATE: \_\_\_\_\_

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

(Candidate's Signature)

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

  
REGISTRAR 

**OL No: TN842**

**28 December 2022**

Dear **Lakshmana P,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
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(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR 



**OL No: TN843**

**28 December 2022**

Dear **S Manoj**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

  
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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR  


**OL No: TN844**

**28 December 2022**

Dear **G K Uday Kiran,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **16 January 2023**.

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

(Candidate's Signature)

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

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

(Candidate's Signature)

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

  
REGISTRAR  




# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

04-Apr-2023

Mr. Saravanakumar A  
10/103 Valayan Thotam,  
Karapadi, Karatupalayam(Po),  
Nambiyur(Tk) Erode,  
Tamil Nadu, 638457

saravana.kingmaker26@gmail.com  
+91 7598254577

Dear **Saravanakumar**,

Congratulations, pursuant to the discussions we had with you, we are pleased to offer you the position of **Management Trainee** at **Varthana ("Varthana Finance Private Limited")** and your initial location of posting shall be **Bangalore**. Your employment will commence on or before **10-Apr-2023** or such other date as may be mutually agreed.

We are very excited to have you be part of our journey and hope that, through your tenure at Varthana, you will get a chance to achieve your career objectives. This letter and the attached terms of employment provide the details of the offer and outlines the general terms of employment with the Company.

Your gross annual Cost to Company (CTC) will be **Rs. 350,000/- (Rupees Three Lakhs Fifty thousand Only)**. The details of break up are as Annexure 1. You will also be eligible for a performance bonus which will be structured in accordance with the Company's policies.

Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check. **This document will be the official appointment letter on acceptance.**

This offer is valid for a period of 7 days from the date mentioned above. Please sign and return to us a copy of this letter and the attached terms of employment, with your signature on each page, indicating your acceptance of this offer.

We believe you have a successful career ahead and we look forward to you joining us.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528







# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Terms of Employment

The terms and conditions of your employment with **Varthana ("Varthana Finance Private Limited")** is effective from the date of joining and includes those terms and conditions required to be given to you in writing in accordance with applicable laws in India.

### 1. Assignment of Duties:

- 1.1. You are employed in the position of "**Management Trainee**". The roles and responsibilities appropriate to your employment, will be specified by the Company from time to time. You are required to perform such duties for the Company as may be designated by the Company and which are reasonably consistent with your position, and to devote your whole working time and attention to your duties.
- 1.2. You will be initially being posted at our **Registered / branch Office at**  
**Head Office, Varthana Head Office, Varasiddhi, 3rd Floor, No. 5BC-110 Service Road, 3rd Block, HRBR Layout, Bengaluru, Karnataka, India 560043.**
- 1.3. Your services can be transferred/ deputed from one job to another, one shift to another, from one department to another from one company to another subsidiary/ sister company/ affiliate in a group anywhere in India and abroad whether existing or likely to come into existence at any time in future. In such a case, you will be governed by the policies, regulations & orders of the establishment to which you have been transferred to, in case such establishment you transferred is a new establishment, you will be governed by terms & conditions of services which shall be introduced subsequently.
- 1.4. During the course of employment, you may also be required to undertake short-term business travel. you will also be required to undertake travel within India or abroad on company work and you will be paid travel expenses for this as per the company's travel policy.

### 2. Probation:

Your probation period will be for six months, and will be confirmed in writing after due evaluation of the probation period. The notice period during the probation period will be 30 days.

### 3. Working hours:

- 3.1. Your working hours will be governed by applicable law and it is the sole discretion of the company to revise the same from time to time. You will be governed by the working hours and holidays normally applicable as per policy for the location you are assigned to.
- 3.2. Because of frequent association with projects and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

### 4. Leaves & Holidays:

- 4.1. You will be entitled to leaves and holidays as per the attendance and leave policy of the company (refer Employee Manual).
- 4.2. All leaves of absence shall require prior sanction/ approval of the sanctioning authority. In case of leave taken under unforeseen circumstances, for which prior approval is not possible, immediate information through mail, SMS or telephone will be required to be sent to the sanctioning authority. In case you fail to do so, the Company will be right to take disciplinary action against you as deemed necessary and fit

### 5. Medical Fitness:

You are required to declare that your existing health condition or medical history does not in any manner deem you unfit for the nature of work for which you are being offered. In event of any deviation to the same, the organization reserves the right to terminate your services. The organization reserves the right to ask you to undergo any medical test, as deemed necessary as per needs of business.

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## 6. Retirement:

You will retire from the services of the company on attaining the age of 60 years, or earlier, for physical or mental disability or infirmity or in case of your contracting a disease which is infectious or contagious and detrimental to others health or for continued ill health, duly certified by the registered medical practitioner as prescribed by the company.

## 7. Relinquishment of services:

In case you absent yourself from the duty continuously for 7 days or more without prior permission/sanction, you shall be deemed to have left and relinquished the service on your own and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you. The company reserves the right to take disciplinary action as deemed necessary.

## 8. Deduction in Salary:

- 8.1. Your salary will be paid on a monthly basis in arrears less any statutory, standard or permissible deductions or set-offs applicable to your employment.
- 8.2. You agree that the Company may at any time deduct, from your salary or any other benefit payable to you, any sum including any overpayment of salary, which in the reasonable opinion of the Company you owe to it whether by reason of any default on your part or otherwise at the time such deduction is made.

## 9. Confidentiality:

- 9.1. Either during or after your employment, you shall not disclose to any person or entity any confidential information or trade secrets without the prior written consent of the Company. You shall read and abide by the conditions of **Non-Disclosure Agreement** signed by you with the Company.
- 9.2. Any intellectual property as well as any portion thereof developed by you during your employment with the Company, shall be the sole property of the Company from date of creation thereof, and you hereby assign to the Company worldwide rights in respect of such intellectual property, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.
- 9.3. Any and all information related to existing and potential customers, 'personal information' / 'personal data', whether belonging to Company's employees, partners, vendors or customers, or customers of such partners, any activities of the Company or corporate strategies and other proprietary material are confidential and shall not be shared with any unauthorized person/ organization during the course of employment or after termination of contract.

## 10. Conflict of Interest:

- 10.1. During the tenure of your employment, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or a vocation, or honorary work anywhere, (whether or not such employment is paid), directly or indirectly without prior permission of the Company. Contravention of this condition will entail termination of your services with the Company without any notice.
- 10.2. You warrant that your employment with the Company will not violate or otherwise conflict with any agreement to which you are or have been a party to.
- 10.3. This offer is contingent upon your full and complete disclosure to the Company of any and all agreements with any prior employer, clients, principals, partners or other third party or entity, which would in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer.
- 10.4. You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by or related to your breach of any of the terms of employment or Company policies

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CIN: U65923KA1984PTC096528



## 11. Separation:

- 11.1. Either party may terminate this employment after giving a notice of 90 days. Upon the Company giving you 90 days notice of termination, the Company shall pay gross salary in lieu of notice.
- 11.2. Notice Period has to be served in full and no leaves can be adjusted against the notice period.
- 11.3. The company holds the right to with-hold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.
- 11.4. However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this terms of employment, your employment will automatically come to an end without notice when you attain the normal retiring age, as set out clause 6 above.

## 12. Termination Without Notice:

Your employment may be terminated by the Company without notice under any of the following clauses,

- 12.1. If you become of unsound mind.
- 12.2. If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.
- 12.3. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under these terms of employment.
- 12.4. If you persistently fail or neglect to carry out your duties under these terms of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the Company relating to your conduct and/or performance.
- 12.5. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the Company or any Group Company into disrepute or otherwise to prejudicially affect the interests of the Company or any Group Company.
- 12.6. If you are convicted of any criminal offence.

## 13. Restriction following Separation or Termination:

- 13.1. The termination of your employment will not invalidate or affect any claim, which the Company may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the Company has breached any other terms of your employment.
- 13.2. On communication of the termination / resignation of your employment with the Company, you will immediately give up to the Company before you are relieved all documents of the Company including, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks, materials, equipment and other property of the Company or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof
- 13.3. On termination of your employment, you shall resign without compensation for loss of office from such offices held by you in the Company and any of the Group Companies and from any other offices you may hold as nominee or representative of the Company or any Group Company.

## 14. Non-Solicitation of employees & Customers:

You agree that during the term of employment with Company and for a period of two (2) years thereafter immediately following the termination of employment with Company for any reason, whether with or without cause, you shall not:

- 14.1. Directly or indirectly solicit, induce, recruit or encourage any of the employees of Company, its subsidiaries, affiliates or any shareholders of Company, to leave their employment, or join any other employment or undertake any other activity other than their employment with Company.
- 14.2. Take away any clients or customers of Company, its subsidiaries or affiliates or attempt to solicit, induce, recruit, encourage or take away clients or customers of Company its subsidiaries or affiliates, either for yourself or for any other entity.

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

- 14.3. Join the services or be associated with any former employee of Company who is undertaking any activity competing with the business of Company in any organization or any of its subsidiaries
- 14.4. Undertake and shall ensure that all business opportunities known to the employee or made known to him/her at any time, with respect to and/ or connected with the business of Company are referred to Company and shall be undertaken in any other entity only with the prior written consent of Company.
- 14.5. Any questions in this regard, shall be determined by the Company at its sole discretion. The employee hereby agrees that the decision of the Company in this regard shall be final and binding.

## 15. Non-Compete clause:

- 15.1. For a period of one (1) year immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, employ in or engage with "School financing business" (see clause 15.2) with any other competitor or potential competitor organization of Varthana in the market.
- 15.2. The school financing business includes all companies competing or planning to compete in Varthana's market who are providing same or similar products/solutions as that of Varthana and also includes similar line of business of any other non-competing companies

## 16. General Terms:

- 16.1. Your appointment is based on your representation regarding your qualification and experience during your interview which company had relied upon. The company reserves the right to conduct your reference/ background check/ criminal verification/CIBIL verification/ drug check at any point before or after your formal joining with the organization. You authorize the organization to use your personal and official details for any internal purpose as required by the company to meet its reasonable and fair business needs.
- 16.2. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever; in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.
- 16.3. Your employment shall be subject to a satisfactory background check conducted by Company or any other authorized organization. In case of an unsatisfactory/ negative report received from the background check, this offer will get automatically revoked or appointment will be terminated. Your acceptance of the offer will be considered as consent for your background verification check.
- 16.4. This employment offer letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this letter. Disputes, if any, arising in the context of this offer letter shall be resolved by arbitration by a sole arbitrator appointed by the company in accordance with the Arbitration and Conciliation Act of 1996. The place of proceedings will be Bangalore.

## 17. Changes

- 17.1. Your employment will be governed by the Company's policies, as modified from time to time and at the Company's sole discretion, upon notice to you. The terms and conditions contained in this document ("Terms of Employment") must be read as a part of all of the Company's current policies.
- 17.2. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and perquisites which are applicable to you. Further, the Company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies at its sole discretion.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528





# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the .....day of.....

Signature: \_\_\_\_\_

Name :

Date :

Location :

varthana

### Registered Office:

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## Annexure 1 Detailed Salary Break up

|               |                     |             |                    |
|---------------|---------------------|-------------|--------------------|
| Employee Name | Mr. Saravanakumar A | Designation | Management Trainee |
|---------------|---------------------|-------------|--------------------|

| Particulars                             | Per Month (in Rs.) | Per Annum (in Rs.) |
|---|--------------------|--------------------|
| Basic Salary                            | 11,667             | 140,000            |
| House Rent Allowance                    | 4,667              | 56,000             |
| Statutory Bonus                         | 2,333              | 28,000             |
| Special Allowance                       | 8,139              | 97,666             |
| <b>Total Salary Component - A</b>       | <b>26,806</b>      | <b>321,666</b>     |
| Employer Contribution on Provident Fund | 1,800              | 21,600             |
| Gratuity Contribution                   | 561                | 6,734              |
| <b>Total Statutory Benefits - B</b>     | <b>2,361</b>       | <b>28,334</b>      |
| <b>Total CTC(A+B)</b>                   | <b>29,167</b>      | <b>350,000</b>     |

### Please Note:

- You will be eligible for Annual Performance Bonus beyond the above-mentioned fixed CTC. Annual Performance Bonus is paid out at the end of the year as per annual bonus policy and is not guaranteed.
- You will be covered by the Group Secure and Group Care insurance scheme of the company
- You will be eligible for Gratuity in line with the 'Payment of Gratuity Act' at the time of separation from the Company
- Income tax, ESI, Professional Tax and Provident Fund deductions will be made in line with the State and Central Acts (only if applicable)

For Varthana Finance Private Limited,




**Chandra Kumar CS**  
Head – Team Transformation

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

04-Apr-2023

Ms. Sahana N

Seegehalli, Kannamangala Post,  
Bangalore Rural,  
Karnataka, 560067

nsahana151@gmail.com  
+91 9036916990

Dear **Sahana**,

Congratulations, pursuant to the discussions we had with you, we are pleased to offer you the position of **Management Trainee** at **Varthana** ("**Varthana Finance Private Limited**") and your initial location of posting shall be **Bangalore**. Your employment will commence on or before **10-Apr-2023** or such other date as may be mutually agreed.

We are very excited to have you be part of our journey and hope that, through your tenure at Varthana, you will get a chance to achieve your career objectives. This letter and the attached terms of employment provide the details of the offer and outlines the general terms of employment with the Company.

Your gross annual Cost to Company (CTC) will be **Rs. 350,000/- (Rupees Three Lakhs Fifty thousand Only)**. The details of break up are as Annexure 1. You will also be eligible for a performance bonus which will be structured in accordance with the Company's policies.

Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check. **This document will be the official appointment letter on acceptance.**

This offer is valid for a period of 7 days from the date mentioned above. Please sign and return to us a copy of this letter and the attached terms of employment, with your signature on each page, indicating your acceptance of this offer.

We believe you have a successful career ahead and we look forward to you joining us.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Terms of Employment

The terms and conditions of your employment with **Varthana ("Varthana Finance Private Limited")** is effective from the date of joining and includes those terms and conditions required to be given to you in writing in accordance with applicable laws in India.

### 1. Assignment of Duties:

- 1.1. You are employed in the position of "**Management Trainee**". The roles and responsibilities appropriate to your employment, will be specified by the Company from time to time. You are required to perform such duties for the Company as may be designated by the Company and which are reasonably consistent with your position, and to devote your whole working time and attention to your duties.
- 1.2. You will be initially being posted at our **Registered / branch Office at**  
**Head Office, Varthana Head Office, Varasiddhi, 3rd Floor, No. 5BC-110 Service Road, 3rd Block, HRBR Layout, Bengaluru, Karnataka, India 560043.**
- 1.3. Your services can be transferred/ deputed from one job to another, one shift to another, from one department to another from one company to another subsidiary/ sister company/ affiliate in a group anywhere in India and abroad whether existing or likely to come into existence at any time in future. In such a case, you will be governed by the policies, regulations & orders of the establishment to which you have been transferred to, in case such establishment you transferred is a new establishment, you will be governed by terms & conditions of services which shall be introduced subsequently.
- 1.4. During the course of employment, you may also be required to undertake short-term business travel. you will also be required to undertake travel within India or abroad on company work and you will be paid travel expenses for this as per the company's travel policy.

### 2. Probation:

Your probation period will be for six months, and will be confirmed in writing after due evaluation of the probation period. The notice period during the probation period will be 30 days.

### 3. Working hours:

- 3.1. Your working hours will be governed by applicable law and it is the sole discretion of the company to revise the same from time to time. You will be governed by the working hours and holidays normally applicable as per policy for the location you are assigned to.
- 3.2. Because of frequent association with projects and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

### 4. Leaves & Holidays:

- 4.1. You will be entitled to leaves and holidays as per the attendance and leave policy of the company (refer Employee Manual).
- 4.2. All leaves of absence shall require prior sanction/ approval of the sanctioning authority. In case of leave taken under unforeseen circumstances, for which prior approval is not possible, immediate information through mail, SMS or telephone will be required to be sent to the sanctioning authority. In case you fail to do so, the Company will be right to take disciplinary action against you as deemed necessary and fit

### 5. Medical Fitness:

You are required to declare that your existing health condition or medical history does not in any manner deem you unfit for the nature of work for which you are being offered. In event of any deviation to the same, the organization reserves the right to terminate your services. The organization reserves the right to ask you to undergo any medical test, as deemed necessary as per needs of business.

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## 6. Retirement:

You will retire from the services of the company on attaining the age of 60 years, or earlier, for physical or mental disability or infirmity or in case of your contracting a disease which is infectious or contagious and detrimental to others health or for continued ill health, duly certified by the registered medical practitioner as prescribed by the company.

## 7. Relinquishment of services:

In case you absent yourself from the duty continuously for 7 days or more without prior permission/sanction, you shall be deemed to have left and relinquished the service on your own and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you. The company reserves the right to take disciplinary action as deemed necessary.

## 8. Deduction in Salary:

- 8.1. Your salary will be paid on a monthly basis in arrears less any statutory, standard or permissible deductions or set-offs applicable to your employment.
- 8.2. You agree that the Company may at any time deduct, from your salary or any other benefit payable to you, any sum including any overpayment of salary, which in the reasonable opinion of the Company you owe to it whether by reason of any default on your part or otherwise at the time such deduction is made.

## 9. Confidentiality:

- 9.1. Either during or after your employment, you shall not disclose to any person or entity any confidential information or trade secrets without the prior written consent of the Company. You shall read and abide by the conditions of **Non-Disclosure Agreement** signed by you with the Company.
- 9.2. Any intellectual property as well as any portion thereof developed by you during your employment with the Company, shall be the sole property of the Company from date of creation thereof, and you hereby assign to the Company worldwide rights in respect of such intellectual property, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.
- 9.3. Any and all information related to existing and potential customers, 'personal information' / 'personal data', whether belonging to Company's employees, partners, vendors or customers, or customers of such partners, any activities of the Company or corporate strategies and other proprietary material are confidential and shall not be shared with any unauthorized person/ organization during the course of employment or after termination of contract.

## 10. Conflict of Interest:

- 10.1. During the tenure of your employment, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or a vocation, or honorary work anywhere, (whether or not such employment is paid), directly or indirectly without prior permission of the Company. Contravention of this condition will entail termination of your services with the Company without any notice.
- 10.2. You warrant that your employment with the Company will not violate or otherwise conflict with any agreement to which you are or have been a party to.
- 10.3. This offer is contingent upon your full and complete disclosure to the Company of any and all agreements with any prior employer, clients, principals, partners or other third party or entity, which would in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer.
- 10.4. You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by or related to your breach of any of the terms of employment or Company policies

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## 11. Separation:

- 11.1. Either party may terminate this employment after giving a notice of 90 days. Upon the Company giving you 90 days notice of termination, the Company shall pay gross salary in lieu of notice.
- 11.2. Notice Period has to be served in full and no leaves can be adjusted against the notice period.
- 11.3. The company holds the right to with-hold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.
- 11.4. However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this terms of employment, your employment will automatically come to an end without notice when you attain the normal retiring age, as set out clause 6 above.

## 12. Termination Without Notice:

Your employment may be terminated by the Company without notice under any of the following clauses,

- 12.1. If you become of unsound mind.
- 12.2. If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.
- 12.3. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under these terms of employment.
- 12.4. If you persistently fail or neglect to carry out your duties under these terms of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the Company relating to your conduct and/or performance.
- 12.5. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the Company or any Group Company into disrepute or otherwise to prejudicially affect the interests of the Company or any Group Company.
- 12.6. If you are convicted of any criminal offence.

## 13. Restriction following Separation or Termination:

- 13.1. The termination of your employment will not invalidate or affect any claim, which the Company may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the Company has breached any other terms of your employment.
- 13.2. On communication of the termination / resignation of your employment with the Company, you will immediately give up to the Company before you are relieved all documents of the Company including, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks, materials, equipment and other property of the Company or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof
- 13.3. On termination of your employment, you shall resign without compensation for loss of office from such offices held by you in the Company and any of the Group Companies and from any other offices you may hold as nominee or representative of the Company or any Group Company.

## 14. Non-Solicitation of employees & Customers:

You agree that during the term of employment with Company and for a period of two (2) years thereafter immediately following the termination of employment with Company for any reason, whether with or without cause, you shall not:

- 14.1. Directly or indirectly solicit, induce, recruit or encourage any of the employees of Company, its subsidiaries, affiliates or any shareholders of Company, to leave their employment, or join any other employment or undertake any other activity other than their employment with Company.
- 14.2. Take away any clients or customers of Company, its subsidiaries or affiliates or attempt to solicit, induce, recruit, encourage or take away clients or customers of Company its subsidiaries or affiliates, either for yourself or for any other entity.

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CIN: U65923KA1984PTC096528





- 14.3. Join the services or be associated with any former employee of Company who is undertaking any activity competing with the business of Company in any organization or any of its subsidiaries
- 14.4. Undertake and shall ensure that all business opportunities known to the employee or made known to him/her at any time, with respect to and/ or connected with the business of Company are referred to Company and shall be undertaken in any other entity only with the prior written consent of Company.
- 14.5. Any questions in this regard, shall be determined by the Company at its sole discretion. The employee hereby agrees that the decision of the Company in this regard shall be final and binding.

## 15. Non-Compete clause:

- 15.1. For a period of one (1) year immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, employ in or engage with "School financing business" (see clause 15.2) with any other competitor or potential competitor organization of Varthana in the market.
- 15.2. The school financing business includes all companies competing or planning to compete in Varthana's market who are providing same or similar products/solutions as that of Varthana and also includes similar line of business of any other non-competing companies

## 16. General Terms:

- 16.1. Your appointment is based on your representation regarding your qualification and experience during your interview which company had relied upon. The company reserves the right to conduct your reference/ background check/ criminal verification/CIBIL verification/ drug check at any point before or after your formal joining with the organization. You authorize the organization to use your personal and official details for any internal purpose as required by the company to meet its reasonable and fair business needs.
- 16.2. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever; in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.
- 16.3. Your employment shall be subject to a satisfactory background check conducted by Company or any other authorized organization. In case of an unsatisfactory/ negative report received from the background check, this offer will get automatically revoked or appointment will be terminated. Your acceptance of the offer will be considered as consent for your background verification check.
- 16.4. This employment offer letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this letter. Disputes, if any, arising in the context of this offer letter shall be resolved by arbitration by a sole arbitrator appointed by the company in accordance with the Arbitration and Conciliation Act of 1996. The place of proceedings will be Bangalore.

## 17. Changes

- 17.1. Your employment will be governed by the Company's policies, as modified from time to time and at the Company's sole discretion, upon notice to you. The terms and conditions contained in this document ("Terms of Employment") must be read as a part of all of the Company's current policies.
- 17.2. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and perquisites which are applicable to you. Further, the Company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies at its sole discretion.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the .....day of.....

Signature: \_\_\_\_\_

Name :

Date :

Location :

varthana

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CIN: U65923KA1984PTC096528



## Annexure 1 Detailed Salary Break up

|               |              |             |                    |
|---------------|--------------|-------------|--------------------|
| Employee Name | Ms. Sahana N | Designation | Management Trainee |
|---------------|--------------|-------------|--------------------|

| Particulars                             | Per Month (in Rs.) | Per Annum (in Rs.) |
|---|--------------------|--------------------|
| Basic Salary                            | 11,667             | 140,000            |
| House Rent Allowance                    | 4,667              | 56,000             |
| Statutory Bonus                         | 2,333              | 28,000             |
| Special Allowance                       | 8,139              | 97,666             |
| <b>Total Salary Component - A</b>       | <b>26,806</b>      | <b>321,666</b>     |
| Employer Contribution on Provident Fund | 1,800              | 21,600             |
| Gratuity Contribution                   | 561                | 6,734              |
| <b>Total Statutory Benefits - B</b>     | <b>2,361</b>       | <b>28,334</b>      |
| <b>Total CTC(A+B)</b>                   | <b>29,167</b>      | <b>350,000</b>     |

### Please Note:

- You will be eligible for Annual Performance Bonus beyond the above-mentioned fixed CTC. Annual Performance Bonus is paid out at the end of the year as per annual bonus policy and is not guaranteed.
- You will be covered by the Group Secure and Group Care insurance scheme of the company
- You will be eligible for Gratuity in line with the 'Payment of Gratuity Act' at the time of separation from the Company
- Income tax, ESI, Professional Tax and Provident Fund deductions will be made in line with the State and Central Acts (only if applicable)

For Varthana Finance Private Limited,




Chandra Kumar CS  
Head – Team Transformation

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CIN: U65923KA1984PTC096528





Date: 19/04/2023

Dear Shradha,

**Subject: Your Provisional Offer Letter in the Bank's Service**

Congratulations on your provisional selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of Executive Trainee – Human Resources we are pleased to offer you appointment as Executive Trainee – Human Resources **subject** to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

|  |                                     |
|--|-------------------------------------|
| Position Offered                         | Executive Trainee - Human Resources |
| Grade                                    | UJJET                               |
| Compensation - Annual Fixed Pay (A)      | 450000                              |
| Compensation - Target Variable Pay* (B)  | 50004                               |
| Compensation - Cost to Company CTC (A+B) | 500004                              |
| Period of Probation (Months)             | 3 Months (90 Days)                  |

**Target Variable Pay (TVP)\***

For Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For Performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar complaint before the date of joining.

Yours sincerely,

For Ujjivan Small Finance Bank Limited,

**Chandralekha Chaudhuri**  
Head Of Human Resources

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)  
I hereby unconditionally accept the offer and the terms and conditions.





UJJIVAN SMALL FINANCE BANK

Build a Better Life

## ANNEXURE A

### Benefits

All benefits applicable for the position shall be governed by the guidelines issued by Ujjivan Small Finance Bank Ltd. ('Bank') from time to time. The Bank may vary, modify or amend the guidelines from time to time and give notice thereof to the employees.

### Probation

You shall be on probation for a period of **3 Months (90 Days)** from the date of joining the Bank. The said period of probation may be extended by the Bank for such further periods warranted, at the absolute discretion of the Bank. On successful completion of the probation period to the satisfaction of the Bank, the Bank may in writing confirm you in services in accordance with the policies and procedures of the Bank. The Bank reserves its rights to conduct background verification, antecedent checks, reference checks etc. as part of the process of confirmation.

### Notice Period

During the period of probation (or the extended period of probation) and till such time you are confirmed in the service of the Bank in writing, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving **30 (Thirty) days'** written notice or salary in lieu thereof.

If you desire to leave the services of the Bank during the period of probation, you shall serve upon the Bank due written notice of **30 (thirty) days**.

After confirming you in services, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving 3 (Three) months' written notice or salary in lieu thereof.

If you desire to leave the services of the Bank after confirmation, you shall serve upon the Bank due written notice of **3 (Three) months**.

However, the Bank shall have the right to terminate you forthwith without Notice, if there exists any circumstance necessitating such termination vis-à-vis the Policies of the Bank.

Upon confirmation in services, the Bank shall have the right to decide your further posting and/or change in role, depending on business exigencies, and you shall be bound by such decisions.

  
REGISTRAR  


18002082121

[www.ujjivansfb.in](http://www.ujjivansfb.in)

[customercare@ujjivan.com](mailto:customercare@ujjivan.com)



## Prevention of Sexual Harassment

As a responsible employer the Bank is committed to providing a safe work environment to its employees, free from harassment towards or by the employees, in line with the applicable legislation in the country. This includes harassment of an employee by supervisors, colleagues, customers, vendors, consultants, contract employees or any other party with whom the Bank has a business, service or professional relationship. The Bank encourages employees to express freely, responsibly and in an orderly manner through defined channels, about any problem or complaint of sexual harassment. Strict action will be taken against the accused if proved guilty after due enquiry process. In case the complaint is found to be malicious, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management. You are hereby advised to read thoroughly the policy on prevention of Sexual Harassment and encouraged to reinforce the maintenance of a work-environment free from sexual harassment.

## Declaration of Life Events

You will duly intimate HR Department of the Bank in writing as regards major life events, occurring during your course of employment with the Bank, which will have a major impact on your personal and professional life and which may enable you to avail certain employee benefits and/or may result in any change in the nominees/dependents declared by you. These life changes may include change in marital status, birth of children, death of nominee/dependent, change in the name of the employee, change in the name of the nominees/dependents, additions or deletions in the list of nominees/dependents and change in Permanent or Correspondence Address. Unless you inform the Bank in writing about such major life events, the Bank shall be reckoning the data available with it for all purposes, including for benefits, if any.

## Intellectual Property

In consideration of the Appointment, you agree:

1. That the Bank shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you either solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Bank or as to which you may receive information due to your employment, or (2) that results from any work which you may do for the Bank or (3) that are otherwise made through the use of the Bank's time, facilities or materials; and
2. To execute all necessary papers and otherwise provide proper assistance (at the expenses of the Bank), during and subsequent to your employment, to enable the Bank to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## Prevention of Insider Trading

1. In line with the SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the employee share trading code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.
2. You are not authorized to and must not at any time.
3. Trade on your own account by pledging the credit of the Bank, or
4. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear.

## Non-Compete

During your employment with the Bank, you will devote your whole time, attention and skill and your ability for the Bank's business. During your employment with the bank, you shall not, without the written permission of the Bank, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time. You hereby agree not to directly or indirectly compete with the business of the Bank and/or its successors and assigns during the term of the Appointment and for a period of 2 (Two) years following the expiration or termination of the Appointment notwithstanding the cause or reason for termination. The remuneration paid to you during the course of this employment shall constitute adequate consideration for such non-compete obligations.

## Malus/Claw back

The Bank can exercise provisions of malus/claw back in respect of your remuneration to address misconduct risks and all statutory and regulatory stipulations as applicable. You shall comply with the performance requirements and other regulatory requirements, internal policies etc., as communicated by the Bank from time to time.

In the event of subdued or negative contribution of any employee or the relevant line of business, towards achievements of the Bank's objectives in any year as determined by the Bank and/or occurrence of instances (such as subdued/negative financial performance of the Bank, unsatisfactory or less than expected performance of particular line of business in any year (barring any extra ordinary situation), erroneous classification of assets and inadequate provisioning against NPAs etc.) the Bank reserves the

REGISTRAR



right to invoke malus/claw back provisions on the remuneration. Such provisions may be applied on any increments, cash bonuses or share linked instruments granted by the Bank.

Under a malus arrangement the Bank may prevent vesting of all or part of the amount of remuneration. Under a claw back arrangement, you agree to return previously paid or vested fixed or variable remuneration to the Bank under certain circumstances.

#### **Duties/Obligations**

You shall:

1. Perform, observe and conform to such duties, directions and instructions including the organization's code of conduct as may be assigned or communicated to you by the Bank from time to time.
2. Ensure all your accounts, dealings and transactions relating to the business of the Bank are true and accurate and you shall at all times when required render true and just account thereof to the Bank or to such persons as shall be authorized to receive the same.
3. Declare in a prescribed format, a statement of your assets and liabilities as and when requested by the Human Resources or Compliance team.
4. Not at any time act in a manner detrimental to the interest of the Bank.
5. Be responsible for safekeeping and return, in good condition and order, all the properties of the Bank, which may be or happen to be in your use, custody or charge including information relating to the Bank or work-related information on your hand-held device, mobile phone, tablets, laptops, desktops and related accessories.
6. Abide by all the staff rules and, regulations and policies, which may be in force from time to time.
7. Be expected not to have any financial transaction of any nature whatsoever with all the people you work with e.g., Superiors, subordinates, peers, vendors, consultants, DSA's, borrowers, depositors, collectors, advocates, valuers, CA's, auditors etc.
8. Automatically retire on attaining the age of superannuation, as per Bank's policy on retirement age as amended from time to time.
9. Be required to sign and comply with a confidentiality agreement and other such documents and undertaking relating to confidentiality, ethics, code of conduct and professional work practice that the Bank may consider necessary from time to time.
10. Abide by various Human Resources Policies and Procedures of the Bank, which would be applicable at any given point in time and may change from time to time. The Bank may amend such Policies and Procedures from time to time as per the business requirement. You should get acquainted with all such Policies and Procedures and the amendments thereof, from time to time.
11. Be expected to read and understand the Standard Operating Procedures (SOPs) of the Bank and familiarize yourself with it and abide by it at all times. The copy of the SOPs will also be available in each department/ branch.
12. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.
13. Understand, accept and acknowledge that your designation may undergo change(s) during the term of your employment in accordance with the operational requirements of the Bank.
14. Accept and acknowledge that the Bank reserves the right to transfer you to any other location where it is in operation or may conduct its business in future, at its own sole discretion.
15. Accept and acknowledge that, for all legal proceedings and disputes relating to your employment with the Bank, the courts/tribunals/forum in Bangalore alone shall have jurisdiction over all such matters.
16. Accept and acknowledge that, notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your Grade as may be deemed appropriate, depending on administrative exigencies and requirements.
17. Be governed by the working hours applicable to your location, as defined by the Bank's policy and applicable legislations of the concerned State, and communicated to you by your manager.
18. Upon culmination of the present employment, for any reasons whatsoever, expeditiously return to the Bank all assets (tangible and intellectual property, including client lists) in as close a working condition as under which they were entrusted subject to normal wear and tear as also to remove, delete or destroy content relating to the same on your systems or devices.

This offer shall be subject to character and antecedents' verification to be undertaken by the Bank to its satisfaction.



## ANNEXURE B

| <b>Compensation Breakup</b>          |                             |              |               |
|--------------------------------------|-----------------------------|--------------|---------------|
| Earnings                             |                             | Per month    | Per annum     |
| Basic + DA                           | Basic + DA                  | 20357        | 244284        |
| Allowances                           | House Rent Allowance        | 4071         | 48852         |
|                                      | Special Allowance           | 9058         | 108696        |
| <b>Total Earnings (A)</b>            |                             | <b>33486</b> | <b>401832</b> |
| Retirement & Other Elements          | Employer Contribution to PF | 1800         | 21600         |
|                                      | Insurance Premium           | 1235         | 14820         |
|                                      | Gratuity                    | 979          | 11748         |
| Total Retirement & Other Elements(B) |                             | 4014         | 48168         |
| <b>Fixed Pay (C)= (A+B)</b>          |                             | <b>37500</b> | <b>450000</b> |
| Indicative Target Variable Pay (TVP) |                             | 4167         | 50004         |
| <b>Cost To Company (CTC)</b>         |                             | <b>41667</b> | <b>500004</b> |



### ANNEXURE C

On the date of joining, you shall produce before the HR official of the Bank, originals of the following:

1. Updated version of your Resume
2. Certificates & Mark Sheets in support of your Educational Qualification (SSLC, PUC, Degree & Post Graduation, if any).
3. If you are currently serving any employer, Salary Certificate/Salary Slips for the preceding 3 months.
4. If you had served any other employers other than the current employer, documents specifying the date of joining and date of relieving (such as Experience Certificate / Appointment Letter and Relieving Letter / FFS Documents / Confirmation Letter).
5. Address Proof (any one: Voter's ID / Driving License / Passport / Aadhaar Card).
6. PAN Card.
7. Latest Photographs (3 passports and 2 stamp size, both with white background). (You shall be permitted to join the services of the Bank only upon submission of all the above.)

Duly self-attested copies of the above documents should be submitted to the Bank in the below mentioned address at least 15 (Fifteen) working days prior to the date of proposed joining: name, designation, contact particulars and complete address of USFB

Within 2 (Two) days of joining, the following documents in original should be submitted to the Bank:

1. Medical Fitness Certificate (for below 40 years): Inter alia, certifying that the candidate is of 18 years of age or above, the candidate is physically and mentally fit to work, the candidate had no major accidents or illness in the recent past which will impede the candidate's ability to carry out the jobs of similar nature.
2. For candidates above 40 years of age, the following tests to be carried out and the satisfactory Medical Report to be submitted:

|                         |                        |
|-------------------------|------------------------|
| Complete Blood Count    | Platelet Count         |
| Hemoglobin              | Blood Group & RH       |
| Packed Cell Volume      | Urine Routine          |
| MCHC, MCV, MCH          | RBS                    |
| WBC, Differential Count | Chest X –Ray           |
| Peripheral Smear        | Physician Consultation |
| RBC, ESR                | ECG                    |

If you are currently serving any employer, the originals of Experience Certificate, Relieving Letter and No Due Certificate issued by the current employer should be submitted within 60 (Sixty) days of joining.

The Bank reserves its right to conduct background verification with respect to verifying your academic records, criminal/civil records, career/ reference checks, credit bureau checks, Central Fraud Registry (CFR-RBI) checks, address verification etc., either before or after your joining the Bank.

If you are already enrolled with Employee Provident Fund Organization, you should provide to the Bank before joining the services of the Bank, Aadhaar compliant Universal Account Number ('UAN'), PF Account Number, and Address for Correspondence (of the employer / trust). If you fail to provide to the Bank the Aadhaar compliant UAN, your joining date shall get postponed till such time you submit Aadhaar compliant UAN. (However, if you come under the definition of Excluded Employee within the meaning of the Employees' Provident Fund Scheme, 1952, you shall be allowed to join the services without enrolling for EPF. In such case, you may choose to enroll for EPF after making your UAN compliant with Aadhaar.)

If, at any time, the Bank finds that you have suppressed/concealed any information or provided false/misleading information, your candidature or appointment shall be cancelled. In such case, the Bank shall have the right to recover from you damages.

  
REGISTRAR  






Date: 19/04/2023

Dear Aishwarya,

**Subject: Your Provisional Offer Letter in the Bank's Service**

Congratulations on your provisional selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of Executive Trainee – Human Resources we are pleased to offer you appointment as Executive Trainee – Human Resources **subject** to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

|  |                                     |
|--|-------------------------------------|
| Position Offered                         | Executive Trainee - Human Resources |
| Grade                                    | UJJET                               |
| Compensation - Annual Fixed Pay (A)      | 450000                              |
| Compensation - Target Variable Pay* (B)  | 50004                               |
| Compensation - Cost to Company CTC (A+B) | 500004                              |
| Period of Probation (Months)             | 3 Months (90 Days)                  |

**Target Variable Pay (TVP)\***

For Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For Performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar complaint before the date of joining.

Yours sincerely,

For Ujjivan Small Finance Bank Limited,

**Chandralekha Chaudhuri**  
Head Of Human Resources

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)  
I hereby unconditionally accept the offer and the terms and conditions.



UJJIVAN SMALL FINANCE BANK

Build a Better Life

## ANNEXURE A

### Benefits

All benefits applicable for the position shall be governed by the guidelines issued by Ujjivan Small Finance Bank Ltd. ('Bank') from time to time. The Bank may vary, modify or amend the guidelines from time to time and give notice thereof to the employees.

### Probation

You shall be on probation for a period of **3 Months (90 Days)** from the date of joining the Bank. The said period of probation may be extended by the Bank for such further periods warranted, at the absolute discretion of the Bank. On successful completion of the probation period to the satisfaction of the Bank, the Bank may in writing confirm you in services in accordance with the policies and procedures of the Bank. The Bank reserves its rights to conduct background verification, antecedent checks, reference checks etc. as part of the process of confirmation.

### Notice Period

During the period of probation (or the extended period of probation) and till such time you are confirmed in the service of the Bank in writing, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving **30 (Thirty) days'** written notice or salary in lieu thereof.

If you desire to leave the services of the Bank during the period of probation, you shall serve upon the Bank due written notice of **30 (thirty) days**.

After confirming you in services, the Bank shall have the right to terminate (discontinue or dispense with) your services by giving 3 (Three) months' written notice or salary in lieu thereof.

If you desire to leave the services of the Bank after confirmation, you shall serve upon the Bank due written notice of **3 (Three) months**.

However, the Bank shall have the right to terminate you forthwith without Notice, if there exists any circumstance necessitating such termination vis-à-vis the Policies of the Bank.

Upon confirmation in services, the Bank shall have the right to decide your further posting and/or change in role, depending on business exigencies, and you shall be bound by such decisions.

  
REGISTRAR  


18002082121

[www.ujjivansfb.in](http://www.ujjivansfb.in)

[customer care@ujjivan.com](mailto:customer care@ujjivan.com)





## Prevention of Sexual Harassment

As a responsible employer the Bank is committed to providing a safe work environment to its employees, free from harassment towards or by the employees, in line with the applicable legislation in the country. This includes harassment of an employee by supervisors, colleagues, customers, vendors, consultants, contract employees or any other party with whom the Bank has a business, service or professional relationship. The Bank encourages employees to express freely, responsibly and in an orderly manner through defined channels, about any problem or complaint of sexual harassment. Strict action will be taken against the accused if proved guilty after due enquiry process. In case the complaint is found to be malicious, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management. You are hereby advised to read thoroughly the policy on prevention of Sexual Harassment and encouraged to reinforce the maintenance of a work-environment free from sexual harassment.

## Declaration of Life Events

You will duly intimate HR Department of the Bank in writing as regards major life events, occurring during your course of employment with the Bank, which will have a major impact on your personal and professional life and which may enable you to avail certain employee benefits and/or may result in any change in the nominees/dependents declared by you. These life changes may include change in marital status, birth of children, death of nominee/dependent, change in the name of the employee, change in the name of the nominees/dependents, additions or deletions in the list of nominees/dependents and change in Permanent or Correspondence Address. Unless you inform the Bank in writing about such major life events, the Bank shall be reckoning the data available with it for all purposes, including for benefits, if any.

## Intellectual Property

In consideration of the Appointment, you agree:

1. That the Bank shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you either solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Bank or as to which you may receive information due to your employment, or (2) that results from any work which you may do for the Bank or (3) that are otherwise made through the use of the Bank's time, facilities or materials; and
2. To execute all necessary papers and otherwise provide proper assistance (at the expenses of the Bank), during and subsequent to your employment, to enable the Bank to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## Prevention of Insider Trading

1. In line with the SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the employee share trading code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.
2. You are not authorized to and must not at any time.
3. Trade on your own account by pledging the credit of the Bank, or
4. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear.

## Non-Compete

During your employment with the Bank, you will devote your whole time, attention and skill and your ability for the Bank's business. During your employment with the bank, you shall not, without the written permission of the Bank, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time. You hereby agree not to directly or indirectly compete with the business of the Bank and/or its successors and assigns during the term of the Appointment and for a period of 2 (Two) years following the expiration or termination of the Appointment notwithstanding the cause or reason for termination. The remuneration paid to you during the course of this employment shall constitute adequate consideration for such non-compete obligations.

## Malus/Claw back

The Bank can exercise provisions of malus/claw back in respect of your remuneration to address misconduct risks and all statutory and regulatory stipulations as applicable. You shall comply with the performance requirements and other regulatory requirements, internal policies etc., as communicated by the Bank from time to time.

In the event of subdued or negative contribution of any employee or the relevant line of business, towards achievements of the Bank's objectives in any year as determined by the Bank and/or occurrence of instances (such as subdued/negative financial performance of the Bank, unsatisfactory or less than expected performance of particular line of business in any year (barring any extra ordinary situation), erroneous classification of assets and inadequate provisioning against NPAs etc.) the Bank reserves the

REGISTRAR



right to invoke malus/claw back provisions on the remuneration. Such provisions may be applied on any increments, cash bonuses or share linked instruments granted by the Bank.

Under a malus arrangement the Bank may prevent vesting of all or part of the amount of remuneration. Under a claw back arrangement, you agree to return previously paid or vested fixed or variable remuneration to the Bank under certain circumstances.

#### **Duties/Obligations**

You shall:

1. Perform, observe and conform to such duties, directions and instructions including the organization's code of conduct as may be assigned or communicated to you by the Bank from time to time.
2. Ensure all your accounts, dealings and transactions relating to the business of the Bank are true and accurate and you shall at all times when required render true and just account thereof to the Bank or to such persons as shall be authorized to receive the same.
3. Declare in a prescribed format, a statement of your assets and liabilities as and when requested by the Human Resources or Compliance team.
4. Not at any time act in a manner detrimental to the interest of the Bank.
5. Be responsible for safekeeping and return, in good condition and order, all the properties of the Bank, which may be or happen to be in your use, custody or charge including information relating to the Bank or work-related information on your hand-held device, mobile phone, tablets, laptops, desktops and related accessories.
6. Abide by all the staff rules and, regulations and policies, which may be in force from time to time.
7. Be expected not to have any financial transaction of any nature whatsoever with all the people you work with e.g., Superiors, subordinates, peers, vendors, consultants, DSA's, borrowers, depositors, collectors, advocates, valuers, CA's, auditors etc.
8. Automatically retire on attaining the age of superannuation, as per Bank's policy on retirement age as amended from time to time.
9. Be required to sign and comply with a confidentiality agreement and other such documents and undertaking relating to confidentiality, ethics, code of conduct and professional work practice that the Bank may consider necessary from time to time.
10. Abide by various Human Resources Policies and Procedures of the Bank, which would be applicable at any given point in time and may change from time to time. The Bank may amend such Policies and Procedures from time to time as per the business requirement. You should get acquainted with all such Policies and Procedures and the amendments thereof, from time to time.
11. Be expected to read and understand the Standard Operating Procedures (SOPs) of the Bank and familiarize yourself with it and abide by it at all times. The copy of the SOPs will also be available in each department/ branch.
12. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.
13. Understand, accept and acknowledge that your designation may undergo change(s) during the term of your employment in accordance with the operational requirements of the Bank.
14. Accept and acknowledge that the Bank reserves the right to transfer you to any other location where it is in operation or may conduct its business in future, at its own sole discretion.
15. Accept and acknowledge that, for all legal proceedings and disputes relating to your employment with the Bank, the courts/tribunals/forum in Bangalore alone shall have jurisdiction over all such matters.
16. Accept and acknowledge that, notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your Grade as may be deemed appropriate, depending on administrative exigencies and requirements.
17. Be governed by the working hours applicable to your location, as defined by the Bank's policy and applicable legislations of the concerned State, and communicated to you by your manager.
18. Upon culmination of the present employment, for any reasons whatsoever, expeditiously return to the Bank all assets (tangible and intellectual property, including client lists) in as close a working condition as under which they were entrusted subject to normal wear and tear as also to remove, delete or destroy content relating to the same on your systems or devices.

This offer shall be subject to character and antecedents' verification to be undertaken by the Bank to its satisfaction.



## ANNEXURE B

| Compensation Breakup                 |                             |              |               |
|--------------------------------------|-----------------------------|--------------|---------------|
| Earnings                             |                             | Per month    | Per annum     |
| Basic + DA                           | Basic + DA                  | 20357        | 244284        |
| Allowances                           | House Rent Allowance        | 4071         | 48852         |
|                                      | Special Allowance           | 9058         | 108696        |
| <b>Total Earnings (A)</b>            |                             | <b>33486</b> | <b>401832</b> |
| Retirement & Other Elements          | Employer Contribution to PF | 1800         | 21600         |
|                                      | Insurance Premium           | 1235         | 14820         |
|                                      | Gratuity                    | 979          | 11748         |
| Total Retirement & Other Elements(B) |                             | 4014         | 48168         |
| <b>Fixed Pay (C)= (A+B)</b>          |                             | <b>37500</b> | <b>450000</b> |
| Indicative Target Variable Pay (TVP) |                             | 4167         | 50004         |
| <b>Cost To Company (CTC)</b>         |                             | <b>41667</b> | <b>500004</b> |



### ANNEXURE C

On the date of joining, you shall produce before the HR official of the Bank, originals of the following:

1. Updated version of your Resume
2. Certificates & Mark Sheets in support of your Educational Qualification (SSLC, PUC, Degree & Post Graduation, if any).
3. If you are currently serving any employer, Salary Certificate/Salary Slips for the preceding 3 months.
4. If you had served any other employers other than the current employer, documents specifying the date of joining and date of relieving (such as Experience Certificate / Appointment Letter and Relieving Letter / FFS Documents / Confirmation Letter).
5. Address Proof (any one: Voter's ID / Driving License / Passport / Aadhaar Card).
6. PAN Card.
7. Latest Photographs (3 passports and 2 stamp size, both with white background). (You shall be permitted to join the services of the Bank only upon submission of all the above.)

Duly self-attested copies of the above documents should be submitted to the Bank in the below mentioned address at least 15 (Fifteen) working days prior to the date of proposed joining: name, designation, contact particulars and complete address of USFB

Within 2 (Two) days of joining, the following documents in original should be submitted to the Bank:

1. Medical Fitness Certificate (for below 40 years): Inter alia, certifying that the candidate is of 18 years of age or above, the candidate is physically and mentally fit to work, the candidate had no major accidents or illness in the recent past which will impede the candidate's ability to carry out the jobs of similar nature.
2. For candidates above 40 years of age, the following tests to be carried out and the satisfactory Medical Report to be submitted:

|                         |                        |
|-------------------------|------------------------|
| Complete Blood Count    | Platelet Count         |
| Hemoglobin              | Blood Group & RH       |
| Packed Cell Volume      | Urine Routine          |
| MCHC, MCV, MCH          | RBS                    |
| WBC, Differential Count | Chest X –Ray           |
| Peripheral Smear        | Physician Consultation |
| RBC, ESR                | ECG                    |

If you are currently serving any employer, the originals of Experience Certificate, Relieving Letter and No Due Certificate issued by the current employer should be submitted within 60 (Sixty) days of joining.

The Bank reserves its right to conduct background verification with respect to verifying your academic records, criminal/civil records, career/ reference checks, credit bureau checks, Central Fraud Registry (CFR-RBI) checks, address verification etc., either before or after your joining the Bank.

If you are already enrolled with Employee Provident Fund Organization, you should provide to the Bank before joining the services of the Bank, Aadhaar compliant Universal Account Number ('UAN'), PF Account Number, and Address for Correspondence (of the employer / trust). If you fail to provide to the Bank the Aadhaar compliant UAN, your joining date shall get postponed till such time you submit Aadhaar compliant UAN. (However, if you come under the definition of Excluded Employee within the meaning of the Employees' Provident Fund Scheme, 1952, you shall be allowed to join the services without enrolling for EPF. In such case, you may choose to enroll for EPF after making your UAN compliant with Aadhaar.)

If, at any time, the Bank finds that you have suppressed/concealed any information or provided false/misleading information, your candidature or appointment shall be cancelled. In such case, the Bank shall have the right to recover from you damages.

  
REGISTRAR  




# Muthoot Finance

Ref: HRD PL/03018/2027

28-March-2023



To,

**Miss. Harshitha L,**  
#165, 5th Cross Road, 2nd Main Road  
Prakash Nagar Bangalore, Karnataka  
560021

Dear Harshitha,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajpuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560084, Karnataka, India  
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**



## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Harshitha L               |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



### Muthoot Finance Ltd.

Reg. Office: 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakannahalli, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 081, Karnataka, India  
Phone: +91 080 2548 9950  
mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



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## Offer letter

Dear SYED Arbaz Ahmed,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies



affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

A handwritten signature in blue ink, appearing to read "Sanne".

A circular blue stamp with the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## 16. DATA PROTECTION

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 17. Performance Improvement Plan

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## 18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 19. TERMINATION OF EMPLOYMENT BY YOU

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## 20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studskillz assets in your possession after your employment with Studskillz comes to an end. You understand that a breach of this obligation entitles Studskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz**'s customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear JEEVANKUMAR B C,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

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REGISTRAR  


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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
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- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear POOJA AGGANI,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1

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|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear MOHAMMED  
FAIZUDDIN,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

- Your remuneration shall be as per Annexure titled "Annexure-1".
- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
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REGISTRAR  
RESIDENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

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#### 7. HOURS OF WORK

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#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

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- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
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PRESIDENCY UNIVERSITY  
BANGALORE

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- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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REGISTRAR  


**16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz**'s customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**Dear **MANJUNATH B,****Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1

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|   |                   |             |
|---|-------------------|-------------|
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|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear SUMAN SOMANNA A D,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

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REGISTRAR  


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

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#### 7. HOURS OF WORK

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#### 8. ADDITIONAL HOURS

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#### 9. LEAVES

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- b. Please refer to the detailed Leave Policy upon joining.
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- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

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- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
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**16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
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- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

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**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**Dear **YERRA TARUN KUMAR,****Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


## 16. DATA PROTECTION

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 17. Performance Improvement Plan

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## 18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1

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|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear VIDYADHARA N,

Bangalore

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Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

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a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

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### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

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REGISTRAR  


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- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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**16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1


Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear JOGI JITH,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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**25. EXCLUSIVE JURISDICTION**

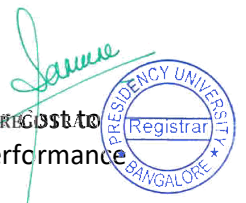
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**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



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- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
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| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
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| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear **DINESH KUMAR M,**

**Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies



affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz**'s customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



## Offer letter

Dear AJAY Kumar,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

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**25. EXCLUSIVE JURISDICTION**

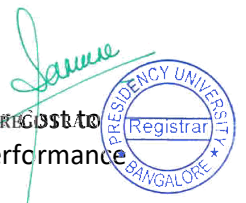
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**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**Dear **NAMRATHA M,****Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear JAHNAVI B A,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

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## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

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## 16. DATA PROTECTION

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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Janu", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
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| Sl no | Salary Breakup          | Total              | Monthly          |
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| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear SANJAY B K,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


## 16. DATA PROTECTION

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 17. Performance Improvement Plan

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## 18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 19. TERMINATION OF EMPLOYMENT BY YOU

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## 20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studskillz assets in your possession after your employment with Studskillz comes to an end. You understand that a breach of this obligation entitles Studskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear CHANDANA N Bandi,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
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REGISTRAR  


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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

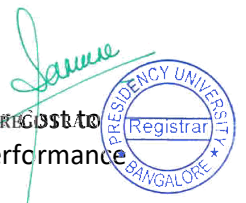
- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

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- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear Manohar M,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanjeev*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear HARSHITHGOWDA,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

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REGISTRAR  


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During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

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## 20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz**'s customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

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- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



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- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
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| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear PAVITHRA V,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
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- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

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- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
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- b. Other specific rules and regulations will be notified by the Company from time to time.
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- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
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|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear DAVID L,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
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- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
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#### 5. SALARY REVISIONS

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- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

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- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
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REGISTRAR  


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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1

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Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear POOJA RAJ,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


## 16. DATA PROTECTION

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 17. Performance Improvement Plan

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## 18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 19. TERMINATION OF EMPLOYMENT BY YOU

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## 20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studskillz assets in your possession after your employment with Studskillz comes to an end. You understand that a breach of this obligation entitles Studskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz**'s customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear ABHINEETHA S S,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

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a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

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**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

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a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

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- b. Do not disclose personal data without authority
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- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
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**25. EXCLUSIVE JURISDICTION**

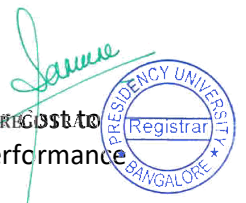
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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear SINDHU S,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
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affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


## 16. DATA PROTECTION

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 17. Performance Improvement Plan

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## 18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 19. TERMINATION OF EMPLOYMENT BY YOU

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## 20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studskillz assets in your possession after your employment with Studskillz comes to an end. You understand that a breach of this obligation entitles Studskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




**Offer letter**

Dear VEENA R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

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- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
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- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
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affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
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- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

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- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

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- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

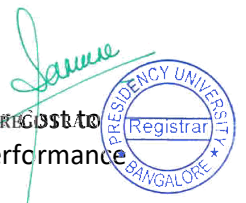
- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1


Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear **BISILALLI KARTHIK  
KUMAR,**

**Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

- a. Your remuneration shall be as per Annexure titled "Annexure-1".
- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

  
REGISTRAR  
RESIDENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

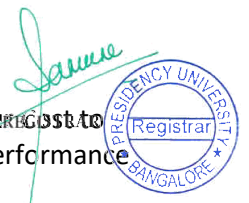
- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

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**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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| Sl no | Salary Breakup          | Total              | Monthly          |
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|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**Dear **NANDAN M,****Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
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- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
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- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

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- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
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- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  


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REGISTRAR  


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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
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- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

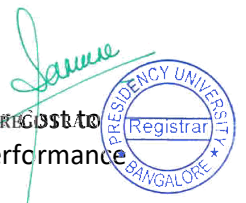
- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## ANNEXURE-1


Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
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|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear DEEPIKA M Deepu,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1


Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




## Offer letter

Dear SYED AHMED,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.


- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
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#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

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REGISTRAR  


affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

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#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

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**16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
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- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
| 1     | Professional Tax        | 2,400.00           | 200.00           |
| 2     | Income tax - TDS        | -                  | -                |
|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear SHRAVANI D S,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with Studiskillz, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Shravan*  
REGISTRAR  
PERMANENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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**24. AMENDMENTS**

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**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



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- You will be assigned basic target for you to achieve for you to get certified.
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## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
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| 3     | House Rent Allowance    | 54,000.00          | 4,500.00         |
| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|       | <b>Total Deductions</b> | <b>2,400.00</b>    | <b>200.00</b>    |
|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

|   |                   |             |
|---|-------------------|-------------|
| 1 | Variable is up to | 2,00,000.00 |
|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear YATHISH B,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
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#### **13. CONFIDENTIALITY**

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#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

**19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

**20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studiskillz provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Studiskillz assets in your possession after your employment with Studiskillz comes to an end. You understand that a breach of this obligation entitles Studiskillz to take civil and criminal actions as applicable for recovery of its assets.



**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studiskillz** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studiskillz** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studiskillz** and allow **Studiskillz** to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studiskillz**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studiskillz** financial, reputational or goodwill loss, hence you shall at all times indemnify **Studiskillz**, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studiskillz's** customers or employees. This restriction applies during your tenure with **Studiskillz** and for a duration of two years after termination of your engagement with **Studiskillz**, regardless of the reason for termination of your engagement with **Studiskillz**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 2.5X of your cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.



- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

## **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studiskillz**

A handwritten signature in green ink, appearing to read "Sanne", is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

| Sl no | Salary Breakup          | Total              | Monthly          |
|-------|-------------------------|--------------------|------------------|
| 1     | Basic Salary            | 1,08,000.00        | 9,000.00         |
| 2     | Dearness Allowance      | 32,400.00          | 2,700.00         |
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| 4     | Special Allowance       | 21,600.00          | 1,800.00         |
|       | <b>Gross Salary</b>     | <b>2,16,000.00</b> | <b>18,000.00</b> |
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|   |                   |             |
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Yours sincerely,  
Human Resource  
Studiskillz

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**Dear **GODAVARTHI RAGHU,****Bangalore**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studiskillz**, with a commencement date of **17/04/2023**. Please report to the undersigned on **17/04/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be **INR 216000/-** based on the terms and conditions stated herein. Variable is up to **INR 200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE :- Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

• Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

• You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.

*Sanne*  
REGISTRAR  
PERSISTENCY UNIVERSITY  
BANGALORE

- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### 5. SALARY REVISIONS

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### 6. DEDUCTIONS FROM PAY

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### 7. HOURS OF WORK

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### 8. ADDITIONAL HOURS

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### 9. LEAVES

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b. Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### 10. PLACE OF WORK AND MOBILITY

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

affiliated to **Studiskillz**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

#### **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

#### **12. RULES AND REGULATIONS**

- **Studiskillz** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to **Studiskillz** immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

#### **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studiskillz**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

#### **14. PROTECTION OF PERSONAL DATA**

- **Studiskillz** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  


**16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

**17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

**18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

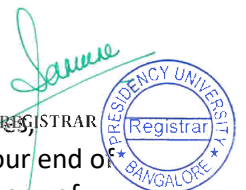
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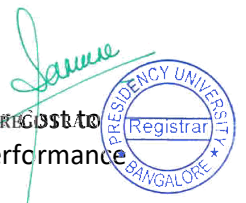
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## **CONFIRMATION OF ACCEPTANCE**

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**Yours sincerely,**  
Human Resource  
**Studiskillz**

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## ANNEXURE-1

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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|       | <b>Net Salary</b>       | <b>2,13,600.00</b> | <b>17,800.00</b> |

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|---|-------------------|-------------|

Yours sincerely,  
Human Resource  
Studiskillz

  
REGISTRAR  




DATE:7/06/2023

**Sub:-Letter of Intent**

**To: YASHU N**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development(Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

You are requested to send your formal acceptance for this letter by the end of the day of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

It is hereby stated this letter of intent is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.

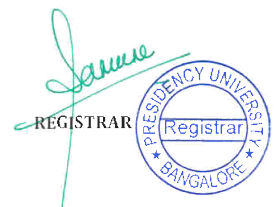
**Kindly mail the following documents to [Hr@employmentexpress.net](mailto:Hr@employmentexpress.net) by the end of day of receiving offer-**

- 1.Passport Size Photo-1
- 2.Pan Card
- 3.Aadhaar Card (front and back) With linked active Mobile Number.
- 4.Educational Mark-sheets & Certificates
- 5.Cancel Cheque/Bank Statement (Anyone)



Auth. Sig.

**ROOM NO. 15, PLOT NO. 22, Near MUNICIPAL SCHOOL, KHERWADI,  
BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)**



DATE:7/06/2023

**Sub:-Letter of Intent**

**To: RAVI RAJU B M**

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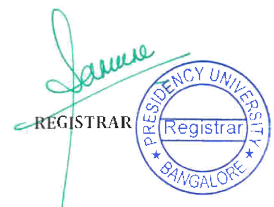
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[employmentexpress.net](http://employmentexpress.net)**



DATE:7/06/2023

**Sub:-Letter of Intent**

**To: RAVI TEJA G**

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[employmentexpress.net](http://employmentexpress.net)**



DATE:7/06/2023

**Sub:-Letter of Intent**

To: BRUNDA R

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development(Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

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It is hereby stated this letter of intent is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.

**Kindly mail the following documents to [Hr@employmentexpress.net](mailto:Hr@employmentexpress.net) by the end of day of receiving offer-**

- 1.Passport Size Photo-1
- 2.Pan Card
- 3.Aadhaar Card (front and back) With linked active Mobile Number.
- 4.Educational Mark-sheets & Certificates
- 5.Cancel Cheque/Bank Statement (Anyone)



Auth. Sig.

**ROOM NO. 15, PLOT NO. 22, Near MUNICIPAL SCHOOL, KHERWADI,  
BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)**



DATE:7/06/2023

**Sub:-Letter of Intent**

**To: DHANUSH K R**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development(Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

You are requested to send your formal acceptance for this letter by the end of the day of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

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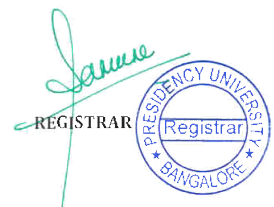
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[employmentexpress.net](http://employmentexpress.net)**



DATE:7/06/2023

**Sub:-Letter of Intent**

To: SAHANA N C

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development(Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

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[employmentexpress.net](http://employmentexpress.net)**





DATE:7/06/2023

**Sub:-Letter of Intent**

**To: KOMALA K V**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development(Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

You are requested to send your formal acceptance for this letter by the end of the day of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

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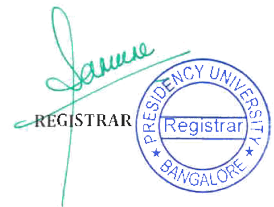
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[employmentexpress.net](http://employmentexpress.net)**







# REENA SANKARI TECHNICAL SERVICES L.L.C

رينا سنكري للخدمات الفنية ش. ذ. م. م.

www.rstdubai.com, rstdubai@gmail.com, P.Box: 239134, +971- 56 8393269

## Offer letter

Date: 07/4/2023

To: Mr. Jinnah Shamim Akthar Peer Mohideen (passport No: N4468007)

Subject: Offer letter for Draftsman cum Site Engineer

Dear Sir,

We are pleased to offer you a position of Draftsman cum Site Engineer in our company **Reena Sankari Technical Services LLC** with the following terms and condition.

Basic salary : AED 5000/- Per month

Working Hours : 8 hrs. per day, Sunday off

Accommodation : Company will provide sharing bachelor Accommodation

Transportation : Company will provide transportation to and from work site.

Probation period : 3 months.

Employment period: Initially two years and renewed on mutual consent

Vacation : One month vacation after completion of 2 year service.

Responsibilities: Check site condition and take measurement for site.

: prepare Auto CAD 2D/3D Drawings as per measurement and project requirements on time.

: Communicate with project engineer to solve drawing related problems.

: Hard working and perfectly complete your as per manager' request on time.

: Loyal to the company and not disclosing information to outsider.

Please indicate your acceptance of this offer signing this letter and returning it to us. We take this opportunity to welcome you to the company and look forward to a long and faithful working relationship.

Best Regards

Reena Sankari Technical Services LLC

Manager

*Reena*



Accepted by Peer Mohideen

Signature:





## EMPLOYMENT AGREEMENT

Date: 12-April-2023

NAMRATHA P

### **Appointment: Business Development Associate**

Dear NAMRATHA P,

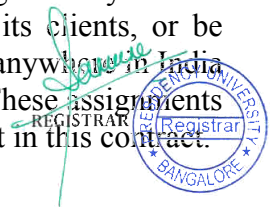
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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  






induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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.

  
REGISTRAR  






### 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.

### 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.







## 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  




## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

KALYAN KUMAR REDDY T A Reddy T A

### **Appointment: Business Development Associate**

Dear KALYAN KUMAR REDDY T A Reddy T A,

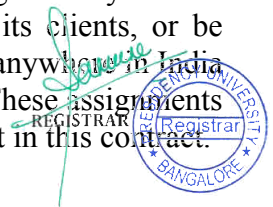
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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.

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.

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REGISTRAR  








induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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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REGISTRAR  






### 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.

### 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.





## 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  




## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

MAHESH V

### **Appointment: Business Development Associate**

Dear MAHESH V,

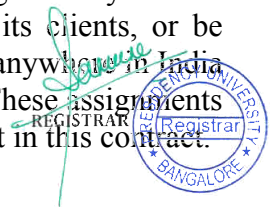
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **17-April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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.

REGISTRAR  
  




## 6. Notice Periods

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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. NON-COMPETE

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## 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.

  
REGISTRAR  




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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.

### 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.





## 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  




## ANNEXURE

| S. No. | PARTICULARS   |
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| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
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REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

SURAKSHITH S

**Appointment: Business Development Associate**

Dear SURAKSHITH S,

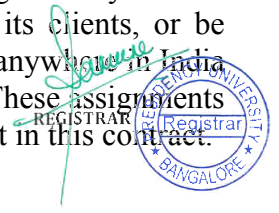
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REGISTRAR  
  




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REGISTRAR  






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REGISTRAR  




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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  






## ANNEXURE

| S. No. | PARTICULARS   |
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REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

SAHANA MACHAMMA K U

### **Appointment: Business Development Associate**

Dear SAHANA MACHAMMA K U,

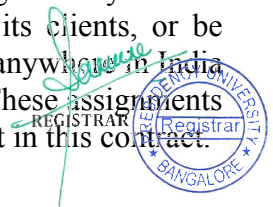
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REGISTRAR  
  




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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.

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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.

  
REGISTRAR  






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

### 15. Conditions

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### 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.

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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  




## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

RAHUL N

**Appointment: Business Development Associate**

Dear RAHUL N,

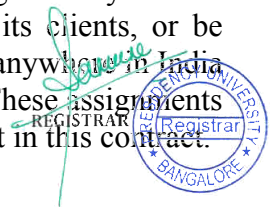
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **17-April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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.

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  








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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.

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REGISTRAR  




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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  




## ANNEXURE

| S. No. | PARTICULARS   |
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| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
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REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

NITHIN MORE R

### **Appointment: Business Development Associate**

Dear NITHIN MORE R,

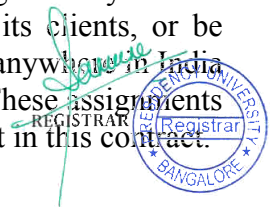
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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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In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

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REGISTRAR  
  




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REGISTRAR  






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REGISTRAR  




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Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_


  
REGISTRAR  






## ANNEXURE

| S. No. | PARTICULARS   |
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| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
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| 4.     | Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.  |

  
REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

SHIRISHA VALLIPI

### **Appointment: Business Development Associate**

Dear SHIRISHA VALLIPI,

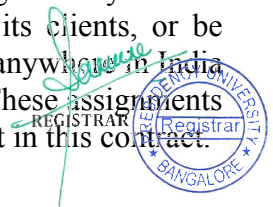
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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.





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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

1. 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.

- i. 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  








induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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.

  
REGISTRAR  






### 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.

### 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.





## 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  




## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

SANDEEPKUMAR M Angadi

### **Appointment: Business Development Associate**

Dear SANDEEPKUMAR M Angadi,

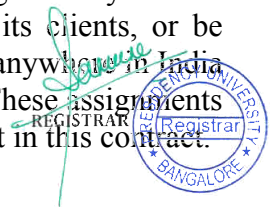
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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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PRESIDENCY UNIVERSITY  
BANGALORE



## 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.

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  - 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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induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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

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## 12. Intellectual property

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### 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.

### 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.





## 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.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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: 12-April-2023

NEHA CHANDRAKANT KADOLKAR

### **Appointment: Business Development Associate**

Dear NEHA CHANDRAKANT KADOLKAR,

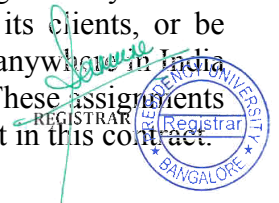
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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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REGISTRAR  
  




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  - 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;
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REGISTRAR  






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### 14. Retirement

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

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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.

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- 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.







## 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  






## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

NOORAIN SABA

### **Appointment: Business Development Associate**

Dear NOORAIN SABA,

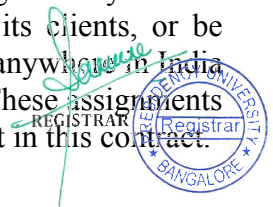
At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from 17-**April-2023**, subject to the following terms and conditions. This offer of appointment is valid until **14-April-2023** for acceptance. If we do not hear from you by **14-April-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 statutes 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.

### 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

1. 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.

- i. 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.

REGISTRAR  
  




## 6. Notice Periods

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## 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  








induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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.

  
REGISTRAR  






### 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.

### 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.
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Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

  
REGISTRAR  




## ANNEXURE

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REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

MANOJ V

**Appointment: Business Development Associate**

Dear MANOJ V,

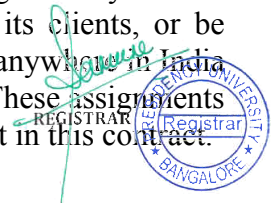
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REGISTRAR  
  




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REGISTRAR  








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REGISTRAR  




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Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

  
REGISTRAR  




## ANNEXURE

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REGISTRAR  




## EMPLOYMENT AGREEMENT

Date: 12-April-2023

Dinesh Mallikarjuna

### **Appointment: Business Development Associate**

Dear Dinesh Mallikarjuna,

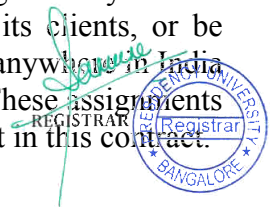
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This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver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

  
REGISTRAR  






induce, any employee, director, iii. shareholder or consultant of the Company, to terminate their employment relationship with the Company.

## 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.

  
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### 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.

### 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.







## 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.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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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PRICE "LESS" FASHION  
**OFFER LETTER**

VMART/HR/OFFER/13-April-2023

Date: 13-April-2023

**Mr. Vishal Antony**

Dear Vishal,

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 **17-April-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

REGISTRAR  
Vishal Antony

**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



PRICE "LESS" FASHION

|   |   |               |                 |
|---|---|---------------|-----------------|
| Name  | VISHAL ANTONY                                       |               |                 |
| Designation                                   | Management Trainee-Store Operations                 |               |                 |
| Location                                      | Tamil Nadu/Kerala                                   |               |                 |
|   |   |               |                 |
| 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          |
| <b>Total Gross Salary (A)</b>                 |   | <b>24,800</b> | <b>2,97,600</b> |
| Statutory and other benefits                  | PF Employer Share                                   | 1,950         | 23,400          |
|   | Bonus/Ex-gratia(Approx.)<br>(As per applicable Law) | 1,250         | 15,000          |
|   | Health Insurance                                    | 500           | 6,000           |
|   | Gratuity  | 721           | 8,654           |
| <b>Total Statutory and other benefits (B)</b> |   | <b>4,421</b>  | <b>53,054</b>   |
| <b>Total CTC (A + B + C)</b>                  |   | <b>29,221</b> | <b>3,50,654</b> |

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

\_\_\_\_\_

Vishal Antony

  
REGISTRAR  


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



## EMPLOYMENT AGREEMENT

Date: 07-Feb-2023

**VIVEK B**

**Appointment: Business Development Associate**

Dear **VIVEK 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.

  
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.

  
REGISTRAR  


## 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.



## 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: \_\_\_\_\_



REGISTRAR



## ANNEXURE

| S. No. | PARTICULARS   |
|--------|---|
| 1.     | <ul style="list-style-type: none"><li>● Professional / Educational Certificates.</li><li>● Payslip of Last 3 Months of previous employment (if applicable).</li><li>● Relieving Letter from Previous Served Company (if applicable).</li><li>● Graduation Certificate.</li><li>● Other relevant educational certifications.</li></ul> |
| 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  






# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

04-Apr-2023

Ms. Vaishnavi Patil

C/O: Malagouda Patil KHAN HOUSE, CTS  
NO 77, PLOT NO 45  
SHVLINGESHWAR COLONY  
SARATI NAGAR, BAUXITE ROAD  
NEAR KEB PLANT  
Belgaum Doordarshan Nagar

01vaishnavipatil@gmail.com  
+917349716955

Dear Vaishnavi,

Congratulations, pursuant to the discussions we had with you, we are pleased to offer you the position of **Management Trainee** at Varthana ("Varthana Finance Private Limited") and your initial location of posting shall be **Bangalore**. Your employment will commence on or before **10-Apr-2023** or such other date as may be mutually agreed.

We are very excited to have you be part of our journey and hope that, through your tenure at Varthana, you will get a chance to achieve your career objectives. This letter and the attached terms of employment provide the details of the offer and outlines the general terms of employment with the Company.



Your gross annual Cost to Company (CTC) will be **Rs. 350,000/- (Rupees Three Lakhs Fifty thousand Only)**. The details of break up are as Annexure 1. You will also be eligible for a performance bonus which will be structured in accordance with the Company's policies.

Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check. **This document will be the official appointment letter on acceptance.**

This offer is valid for a period of 7 days from the date mentioned above. Please sign and return to us a copy of this letter and the attached terms of employment, with your signature on each page, indicating your acceptance of this offer.

We believe you have a successful career ahead and we look forward to you joining us.

For Varthana Finance Private Limited,



Chandra Kumar CS  
Head – Team Transformation

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528







# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Terms of Employment

The terms and conditions of your employment with **Varthana ("Varthana Finance Private Limited")** is effective from the date of joining and includes those terms and conditions required to be given to you in writing in accordance with applicable laws in India.

### 1. Assignment of Duties:

- 1.1. You are employed in the position of "**Management Trainee**". The roles and responsibilities appropriate to your employment, will be specified by the Company from time to time. You are required to perform such duties for the Company as may be designated by the Company and which are reasonably consistent with your position, and to devote your whole working time and attention to your duties.
- 1.2. You will be initially being posted at our **Registered / branch Office at**  
**Head Office, Varthana Head Office, Varasiddhi, 3rd Floor, No. 5BC-110 Service Road, 3rd Block, HRBR Layout, Bengaluru, Karnataka, India 560043.**
- 1.3. Your services can be transferred/ deputed from one job to another, one shift to another, from one department to another from one company to another subsidiary/ sister company/ affiliate in a group anywhere in India and abroad whether existing or likely to come into existence at any time in future. In such a case, you will be governed by the policies, regulations & orders of the establishment to which you have been transferred to, in case such establishment you transferred is a new establishment, you will be governed by terms & conditions of services which shall be introduced subsequently.
- 1.4. During the course of employment, you may also be required to undertake short-term business travel. you will also be required to undertake travel within India or abroad on company work and you will be paid travel expenses for this as per the company's travel policy.

### 2. Probation:

Your probation period will be for six months, and will be confirmed in writing after due evaluation of the probation period. The notice period during the probation period will be 30 days.

### 3. Working hours:

- 3.1. Your working hours will be governed by applicable law and it is the sole discretion of the company to revise the same from time to time. You will be governed by the working hours and holidays normally applicable as per policy for the location you are assigned to.
- 3.2. Because of frequent association with projects and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

### 4. Leaves & Holidays:

- 4.1. You will be entitled to leaves and holidays as per the attendance and leave policy of the company (refer Employee Manual).
- 4.2. All leaves of absence shall require prior sanction/ approval of the sanctioning authority. In case of leave taken under unforeseen circumstances, for which prior approval is not possible, immediate information through mail, SMS or telephone will be required to be sent to the sanctioning authority. In case you fail to do so, the Company will be right to take disciplinary action against you as deemed necessary and fit

### 5. Medical Fitness:

You are required to declare that your existing health condition or medical history does not in any manner deem you unfit for the nature of work for which you are being offered. In event of any deviation to the same, the organization reserves the right to terminate your services. The organization reserves the right to ask you to undergo any medical test, as deemed necessary as per needs of business.

### Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528



## 6. Retirement:

You will retire from the services of the company on attaining the age of 60 years, or earlier, for physical or mental disability or infirmity or in case of your contracting a disease which is infectious or contagious and detrimental to others health or for continued ill health, duly certified by the registered medical practitioner as prescribed by the company.

## 7. Relinquishment of services:

In case you absent yourself from the duty continuously for 7 days or more without prior permission/sanction, you shall be deemed to have left and relinquished the service on your own and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you. The company reserves the right to take disciplinary action as deemed necessary.

## 8. Deduction in Salary:

- 8.1. Your salary will be paid on a monthly basis in arrears less any statutory, standard or permissible deductions or set-offs applicable to your employment.
- 8.2. You agree that the Company may at any time deduct, from your salary or any other benefit payable to you, any sum including any overpayment of salary, which in the reasonable opinion of the Company you owe to it whether by reason of any default on your part or otherwise at the time such deduction is made.

## 9. Confidentiality:

- 9.1. Either during or after your employment, you shall not disclose to any person or entity any confidential information or trade secrets without the prior written consent of the Company. You shall read and abide by the conditions of **Non-Disclosure Agreement** signed by you with the Company.
- 9.2. Any intellectual property as well as any portion thereof developed by you during your employment with the Company, shall be the sole property of the Company from date of creation thereof, and you hereby assign to the Company worldwide rights in respect of such intellectual property, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.
- 9.3. Any and all information related to existing and potential customers, 'personal information' / 'personal data', whether belonging to Company's employees, partners, vendors or customers, or customers of such partners, any activities of the Company or corporate strategies and other proprietary material are confidential and shall not be shared with any unauthorized person/ organization during the course of employment or after termination of contract.

## 10. Conflict of Interest:

- 10.1. During the tenure of your employment, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or a vocation, or honorary work anywhere, (whether or not such employment is paid), directly or indirectly without prior permission of the Company. Contravention of this condition will entail termination of your services with the Company without any notice.
- 10.2. You warrant that your employment with the Company will not violate or otherwise conflict with any agreement to which you are or have been a party to.
- 10.3. This offer is contingent upon your full and complete disclosure to the Company of any and all agreements with any prior employer, clients, principals, partners or other third party or entity, which would in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer.
- 10.4. You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by or related to your breach of any of the terms of employment or Company policies

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528



## 11. Separation:

- 11.1. Either party may terminate this employment after giving a notice of 90 days. Upon the Company giving you 90 days notice of termination, the Company shall pay gross salary in lieu of notice.
- 11.2. Notice Period has to be served in full and no leaves can be adjusted against the notice period.
- 11.3. The company holds the right to with-hold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.
- 11.4. However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this terms of employment, your employment will automatically come to an end without notice when you attain the normal retiring age, as set out clause 6 above.

## 12. Termination Without Notice:

Your employment may be terminated by the Company without notice under any of the following clauses,

- 12.1. If you become of unsound mind.
- 12.2. If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.
- 12.3. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under these terms of employment.
- 12.4. If you persistently fail or neglect to carry out your duties under these terms of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the Company relating to your conduct and/or performance.
- 12.5. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the Company or any Group Company into disrepute or otherwise to prejudicially affect the interests of the Company or any Group Company.
- 12.6. If you are convicted of any criminal offence.

## 13. Restriction following Separation or Termination:

- 13.1. The termination of your employment will not invalidate or affect any claim, which the Company may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the Company has breached any other terms of your employment.
- 13.2. On communication of the termination / resignation of your employment with the Company, you will immediately give up to the Company before you are relieved all documents of the Company including, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks, materials, equipment and other property of the Company or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof
- 13.3. On termination of your employment, you shall resign without compensation for loss of office from such offices held by you in the Company and any of the Group Companies and from any other offices you may hold as nominee or representative of the Company or any Group Company.

## 14. Non-Solicitation of employees & Customers:

You agree that during the term of employment with Company and for a period of two (2) years thereafter immediately following the termination of employment with Company for any reason, whether with or without cause, you shall not:

- 14.1. Directly or indirectly solicit, induce, recruit or encourage any of the employees of Company, its subsidiaries, affiliates or any shareholders of Company, to leave their employment, or join any other employment or undertake any other activity other than their employment with Company.
- 14.2. Take away any clients or customers of Company, its subsidiaries or affiliates or attempt to solicit, induce, recruit, encourage or take away clients or customers of Company its subsidiaries or affiliates, either for yourself or for any other entity.

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- 14.3. Join the services or be associated with any former employee of Company who is undertaking any activity competing with the business of Company in any organization or any of its subsidiaries
- 14.4. Undertake and shall ensure that all business opportunities known to the employee or made known to him/her at any time, with respect to and/ or connected with the business of Company are referred to Company and shall be undertaken in any other entity only with the prior written consent of Company.
- 14.5. Any questions in this regard, shall be determined by the Company at its sole discretion. The employee hereby agrees that the decision of the Company in this regard shall be final and binding.

## 15. Non-Compete clause:

- 15.1. For a period of one (1) year immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, employ in or engage with "School financing business" (see clause 15.2) with any other competitor or potential competitor organization of Varthana in the market.
- 15.2. The school financing business includes all companies competing or planning to compete in Varthana's market who are providing same or similar products/solutions as that of Varthana and also includes similar line of business of any other non-competing companies

## 16. General Terms:

- 16.1. Your appointment is based on your representation regarding your qualification and experience during your interview which company had relied upon. The company reserves the right to conduct your reference/ background check/ criminal verification/CIBIL verification/ drug check at any point before or after your formal joining with the organization. You authorize the organization to use your personal and official details for any internal purpose as required by the company to meet its reasonable and fair business needs.
- 16.2. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever; in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.
- 16.3. Your employment shall be subject to a satisfactory background check conducted by Company or any other authorized organization. In case of an unsatisfactory/ negative report received from the background check, this offer will get automatically revoked or appointment will be terminated. Your acceptance of the offer will be considered as consent for your background verification check.
- 16.4. This employment offer letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this letter. Disputes, if any, arising in the context of this offer letter shall be resolved by arbitration by a sole arbitrator appointed by the company in accordance with the Arbitration and Conciliation Act of 1996. The place of proceedings will be Bangalore.

## 17. Changes

- 17.1. Your employment will be governed by the Company's policies, as modified from time to time and at the Company's sole discretion, upon notice to you. The terms and conditions contained in this document ("Terms of Employment") must be read as a part of all of the Company's current policies.
- 17.2. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and perquisites which are applicable to you. Further, the Company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies at its sole discretion.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

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CIN: U65923KA1984PTC096528





# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the .....day of.....

Signature: \_\_\_\_\_

Name :

Date :

Location :

varthana

### Registered Office:

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CIN: U65923KA1984PTC096528



## Annexure 1 Detailed Salary Break up

|               |                    |             |                    |
|---------------|--------------------|-------------|--------------------|
| Employee Name | Ms.Vaishnavi Patil | Designation | Management Trainee |
|---------------|--------------------|-------------|--------------------|

| Particulars                             | Per Month (in Rs.) | Per Annum (in Rs.) |
|---|--------------------|--------------------|
| Basic Salary                            | 11,667             | 140,000            |
| House Rent Allowance                    | 4,667              | 56,000             |
| Statutory Bonus                         | 2,333              | 28,000             |
| Special Allowance                       | 8,139              | 97,666             |
| <b>Total Salary Component - A</b>       | <b>26,806</b>      | <b>321,666</b>     |
| Employer Contribution on Provident Fund | 1,800              | 21,600             |
| Gratuity Contribution                   | 561                | 6,734              |
| <b>Total Statutory Benefits - B</b>     | <b>2,361</b>       | <b>28,334</b>      |
| <b>Total CTC(A+B)</b>                   | <b>29,167</b>      | <b>350,000</b>     |

### Please Note:

- You will be eligible for Annual Performance Bonus beyond the above-mentioned fixed CTC. Annual Performance Bonus is paid out at the end of the year as per annual bonus policy and is not guaranteed.
- You will be covered by the Group Secure and Group Care insurance scheme of the company
- You will be eligible for Gratuity in line with the 'Payment of Gratuity Act' at the time of separation from the Company
- Income tax, ESI, Professional Tax and Provident Fund deductions will be made in line with the State and Central Acts (only if applicable)

For Varthana Finance Private Limited,




**Chandra Kumar CS**  
Head – Team Transformation

### Registered Office:

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CIN: U65923KA1984PTC096528





## Offer Letter

Date: **09-06-2023**

Sub: Offer Letter

Dear **Monika P,**

**Congratulations! You have been selected.**

We are pleased to inform you that you will be deployed at our Client **Practo Technologies Private Limited**. We are delighted to make you the following job offer.

The position offered to you is that of a **HR Executive** at **Monthly Take Home Salary** of **Rs. 24534.00**. Your job location will be **Bangalore**

You will be on contract for a period of **12** months. The contract period may be extended at the sole discretion of the management.

You would be required to join as early as possible but not later than **09-06-2023**. If you do not join your duty on the said date, this offer of appointment shall be treated as cancelled, unless the extension of the said date for joining is agreed upon by us.

**Documents need to be uploaded on MyHR-BetterPlace Select App. (<https://myhr-aj.app.link/IYPhcwJnKV>)**

Go to Play Store and download the MyHR-BetterPlace Select App from there. If you face any issues, report it on the app.

Following documents have to be uploaded for further process:

1. Aadhaar Card (Mandatory)
2. Bank Account Proof (Mandatory)
3. Passport Size Photo (Mandatory)
4. Photocopy of PAN Card
5. Details of Family
6. Details of Permanent and Present Address

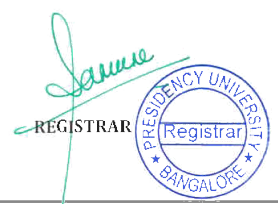
We are confident you will be able to make a significant contribution in the success of our Client **Practo Technologies Private Limited** and look forward to working with you.

Please click on the "Accept" button to download the app and upload your KYC documents in order to get your Appointment Letter.

**Yours faithfully,**



**BetterPlace Select** (by Aasaanjobs Pvt Ltd)



## Offer letter Infinity Research

NITEESH <NITEESH.20212MBA0455@presidencyuniversity.in >

Tue 5/2/2023 03:10 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Niteesh Gowda S.pdf;

Hi Niteesh Gowda S,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you ~~will~~ not be entitled for contract fees. A written communication will be given if the contract is extended.
- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.

  
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- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

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## Offer letter Infinity Research

SAFWAN <SAFWAN.20212MBA0557@presidencyuniversity.in >

Tue 5/2/2023 04:31 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Safwan T S.pdf;

Hi Safwan T S,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you ~~will~~ not be entitled for contract fees. A written communication will be given if the contract is extended.
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- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

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Offer Letter

Date : Tuesday, March 28, 2023

Dear Likhitha G,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Associate Core Collections - Digital Finance at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Digital Finance department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (Annexure A ). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Wednesday, April 26, 2023. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Wednesday, April 26, 2023 , the offer shall be deemed to be rejected by you. Please accept this offer in our HR portal so that we can initiate your onboarding process . Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Table with 2 columns: Field (Designation, Department, Employment Type, Work Location) and Value (Associate Core Collections - Digital Finance, Digital Finance, Regular, TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037)

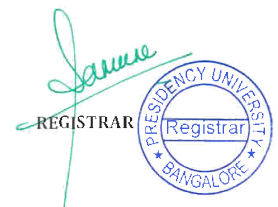
Fixed Compensation: ₹ 350000
Variable Compensation: ₹ 0
Total Annual Cost to Company : ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Handwritten signature





Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Likhitha G                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings (Fixed CTC - Company PF &amp; ESIC Contribution )</b> | <b>₹328,400.00</b>                           |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay (Before Taxes)**</b>                             | <b>₹306,800.00</b>                           |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

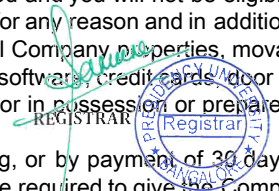
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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# Muthoot Finance

Ref: HRD PL/03019/2028

28-March-2023



To,

**Miss. Pooja A,**  
No.6 2nd Main Road, 5th Cross  
Prakashnagar, Bangalore, Karnataka,  
560021

Dear Pooja,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajapuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6506/ 239 7399

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560084, Karnataka, India  
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300



### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Pooja A                   |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclam                     | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



### Muthoot Finance Ltd.

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Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



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#### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance





# Muthoot Finance

Ref: HRD PL/03020/2029

28-March-2023



To,

**Mr. Kabilan A,**  
No.5 Vigneshwara Nilayam, 3 B Cross,  
Gokula Layout, Devasandra, K R Puram,  
Bangalore, Karnataka, 560036

Dear Kabilan,

## Sub: Employment Offer

This is in reference to the interview & discussion we had on 18<sup>th</sup> March 2023.

Thank you for choosing Muthoot Group for building your career.

We are pleased to offer you the position of **Management Trainee - Credit** based out of Bangalore location and the **Grade will be Management Trainee Grade** with an Annual CTC Salary of **Rs. 3,75,000/-** (Rupees Three Lakh Seventy Five Thousand Only). The salary break up is enclosed in ANNEXURE -1.

You are requested to submit MRE (Medical Examination Report) on or before 15 days from your offer letter, failing which your Employment offer would be void.

KPI & KRA in your proposed assignment will be provided to you at the time of joining. Your initial posting will be at Corporate Office Bangalore.

Please confirm your acceptance of our offer by return mail. On acceptance of the offer, you will have to report for duty on or before **3<sup>rd</sup> April 2023** at the address below.

### **MUTHOOT FINANCE LIMITED,**

Personal Loan Head Office,  
Plot Number- 90, Second Floor,  
Kacharakanahalli, Kariyanapalaya,  
Lingarajpuram, Bangalore-560084  
Contact Person: Mr. Bhaskar Ganguly- Manager-HR(9164282102)

With Warm Regards,  
For Muthoot Finance Ltd

Sanoj  
Ramakrishnan  
Digitally signed by  
Sanoj Ramakrishnan  
Date: 2023.03.29  
14:30:44 +05'30'

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

**Reg. Office:** 2<sup>nd</sup> Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 016, Kerala, India  
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### **The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

## Annexure: 1

| Salary Fitment Sheet         |                           |                    |
|------------------------------|---------------------------|--------------------|
| Name                         | Kabilan A                 |                    |
| Designation                  | Management Trainee-Credit |                    |
| Role                         | Management Trainee-Credit |                    |
| Location                     | Bangalore                 |                    |
| Grade                        | MT                        |                    |
|                              | Offered Salary            |                    |
| Salary Particulars           | Monthly CTC (Rs.)         | Annual CTC (Rs.)   |
| Salary                       | 18,000.00                 | 2,16,000.00        |
| HRA                          | 6,823.67                  | 81,884.00          |
| Other Allowance              | 3,210.50                  | 38,526.00          |
| <b>Gross Salary (A)</b>      | <b>28,034.00</b>          | <b>3,36,410.00</b> |
| PF (Employer Contribution)   | 1,950.00                  | 23,400.00          |
| ESIC (Employer Contribution) | 0.00                      | 0.00               |
| Gratuity                     | 866.00                    | 10,390.00          |
| Mediclaime                   | 400.00                    | 4,800.00           |
| <b>Retrial (B)</b>           | <b>3,216.00</b>           | <b>38,590.00</b>   |
| <b>Total Fixed (A+B)</b>     | <b>31,250.00</b>          | <b>3,75,000.00</b> |
| PLIB                         |                           |                    |
| <b>Cost To Company</b>       | <b>31,250.00</b>          | <b>3,75,000.00</b> |

PLIB (Performance Linked Incentive & Bonus) is based on individual performance and shall be paid annually & A retention Bonus will be paid after the successful Completion of Training Period. Any Incentives earned during the financial year is part of PLIB.



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### The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

## Annexure: 2

### List of Documents required to submit at the time of Joining

- Proof of Age/ Qualification from 10th std. onwards/ experience.
- All previous organization Service Certificate/Relieving Letter.
- Last three month's salaries slip of previous employer.
- Copy of Aadhar Card (mandatory) & PAN Card (if available).
- Two Passport Size Photograph (in White Background only).
- Resignation acceptance letter from HR with last working day mentioned and relieving letter from last employer.
- Medical fitness certificate.
- Medical Examination Report [Sugar, Lipid Profile (Cholesterol) and Liver Function Test] in fasting.

**Important Note:** Please bring the original and a copy of each of the documents mentioned above at the time of reporting for duty without which your joining wouldn't be treated as joining. Original documents shall be returned, after verification.



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Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Shwaahien Ahmed**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

| Compensation Details   |  |
|--|--|
| <b>Name</b>  | Shwaahien Ahmed                              |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
 REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

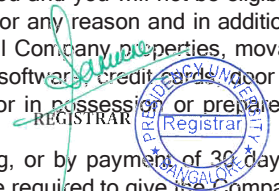
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sunil Basavaraj Nidoni**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Sunil Basavaraj Nidoni                       |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

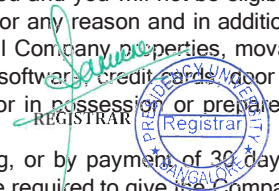
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sabarish R**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Sabarish R                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

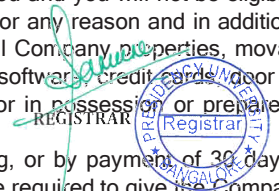
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Kavya K S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Kavya K S                                    |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

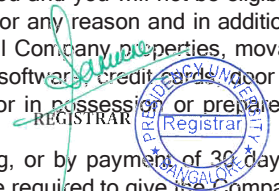
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mashhoodhali**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Mashhoodhali                                 |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

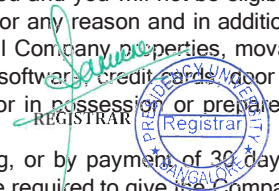
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Koppula Vamsi**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Koppula Vamsi                                |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

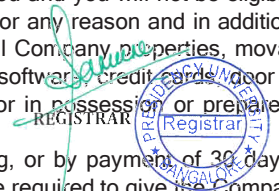
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mohammaduazeezurrahmansayeedi M,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Mohammaduazeezurrahmansayeedi M              |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**


Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

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7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

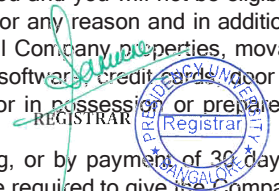
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9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
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- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aniketh Sunilkumar Nagdeo**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Aniketh Sunilkumar Nagdeo                    |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

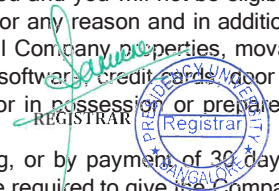
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nikhil Aiyappa K**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,





Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Nikhil Aiyappa K                             |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

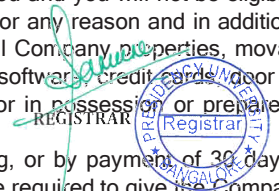
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aniketh N Kuvalkar**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Aniketh N Kuvalkar                           |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**


Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

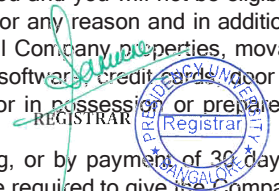
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Kishore L,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Kishore L                                    |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

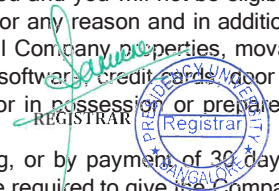
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Karthik N R**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Karthik N R                                  |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

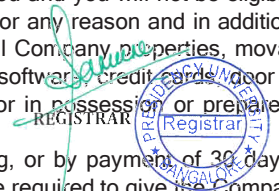
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aishwarya B R**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Aishwarya B R                                |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**


Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

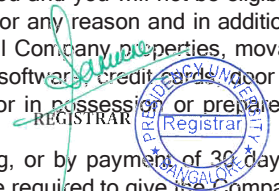
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Vidya H,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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**Annexure - A**

| Compensation Details   |  |
|--|--|
| <b>Name</b>  | Vidya H                                      |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
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- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

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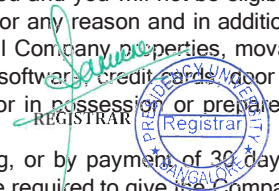
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9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
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- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear Divya,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Divya  |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
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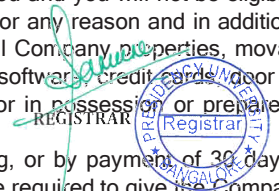
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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



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- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Punith Kumar A V**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
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**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Punith Kumar A V                             |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

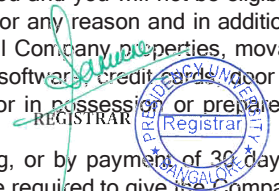
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Abhishek S L**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Abhishek S L                                 |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.


**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

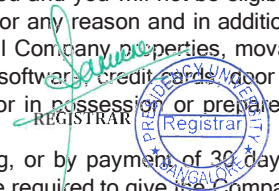
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Anusha R Patil**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,





Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Anusha R Patil                               |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

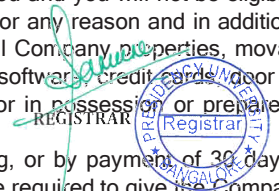
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Rakesh Kasala**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

| Compensation Details   |  |
|--|--|
| <b>Name</b>  | Rakesh Kasala                                |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

*Sanne*  
 REGISTRAR  
 PRESIDENCY UNIVERSITY  
 Registrar  
 BANGALORE

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

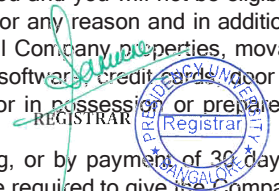
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mithun C D**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

**Annexure - A**

| <b>Compensation Details</b>  |  |
|--|--|
| <b>Name</b>  | Mithun C D                                   |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| <b>Earnings</b>  |  |
| <b>Component Category</b>  | <b>Annual</b>                                |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| <b>Deductions</b>  |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

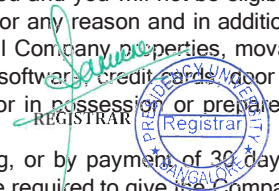
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ayushi Navale**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,





Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Ayushi Navale                                |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

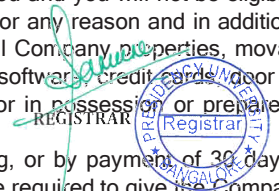
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Dharshan J J**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Dharshan J J                                 |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

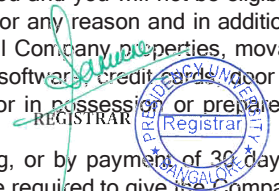
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nandana S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Nandana S                                    |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

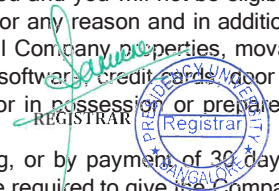
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Namratha R,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Namratha R                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

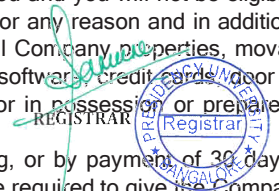
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nidhi Satheeshan**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Nidhi Satheeshan                             |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

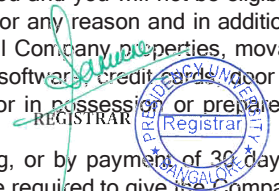
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nikith Gowda**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Nikith Gowda                                 |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
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3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

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- Leaves
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- Personal Developmental Workshops and Events
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5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

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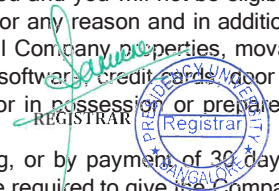
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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

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| Allowance                    | Maximum Amount  | Tax Treatment                                  |
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| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

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- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Girish S R**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Girish S R                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.



**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

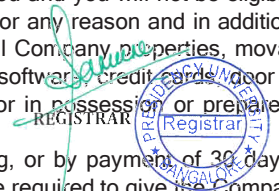
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sudeep H S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Sudeep H S                                   |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

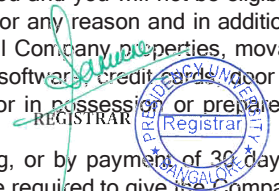
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Abthul Qathir M,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Abthul Qathir M                              |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
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- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

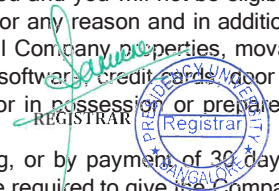
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Vishnu N,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
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Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | Vishnu N                                     |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

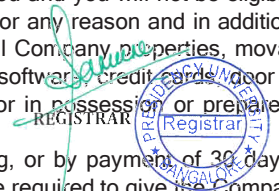
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ramesh Dhmi**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR

**Annexure - A**

| Compensation Details   |  |
|--|--|
| <b>Name</b>  | Ramesh Dhama                                 |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

*Sanne*  
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 REGISTRAR  
 BANGALORE

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

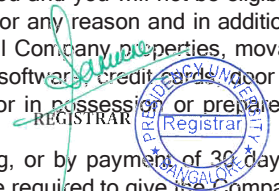
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company





30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Om Prakash Mahunta**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

| Compensation Details   |  |
|--|--|
| <b>Name</b>  | Om Prakash Mahunta                           |
| <b>Designation</b>   | Associate Core Collections - Digital Finance |
| <b>Date Of Joining</b>   | Wednesday, April 26, 2023                    |
| <b>Annual Cost To Company(CTC)</b>                                   | ₹ 350000                                     |
| <b>Fixed Compensation</b>  | ₹ 350000                                     |
| <b>Variable Compensation</b>   | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

*Sanu*  
 REGISTRAR  
 PRESIDENCY UNIVERSITY  
 Registrar  
 BANGALORE

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

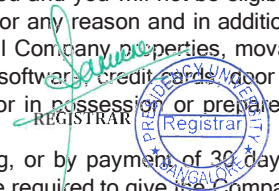
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR





## Offer Letter

Date : Tuesday, March 28, 2023

Dear **V Kalyan Chakravarthy**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

|                 |   |
|-----------------|---|
| Designation     | Associate Core Collections - Digital Finance  |
| Department      | Digital Finance   |
| Employment Type | Regular   |
| Work Location   | TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037 |

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,





Annexure - A

| Compensation Details   |  |
|--|--|
| Name   | V Kalyan Chakravarthy                        |
| Designation  | Associate Core Collections - Digital Finance |
| Date Of Joining  | Wednesday, April 26, 2023                    |
| Annual Cost To Company(CTC)  | ₹ 350000                                     |
| Fixed Compensation   | ₹ 350000                                     |
| Variable Compensation  | ₹ 0  |
| Earnings   |  |
| Component Category   | Annual                                       |
| Basic Pay  | ₹180,600.00                                  |
| House Rent Allowance   | ₹90,300.00                                   |
| PF (Employer Part)***  | ₹21,600.00                                   |
| Leave Travel Allowance   | ₹40,700.00                                   |
| Adhoc Allowances*  | ₹0.00  |
| ESIC Employer Contribution   | ₹0.00  |
| Statutory Bonus  | ₹16,800.00                                   |
| <b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution ) | ₹328,400.00                                  |
| Deductions   |  |
| PF (Employee's Part)***  | ₹21,600.00                                   |
| ESIC Employee Contribution   | ₹0.00  |
| Professional Tax   | As per Rules                                 |
| TDS  | As per Rules                                 |
| <b>Total Annual Net Pay</b> (Before Taxes)**                         | ₹306,800.00                                  |

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**



Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

  
REGISTRAR  


- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
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- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

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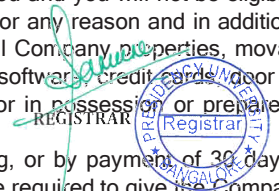
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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

| Allowance                    | Maximum Amount  | Tax Treatment                                  |
|------------------------------|---|--|
| Mobile & Broadband Allowance | Up to INR 1000 per month for mobile and broadband each                | Non-taxable upon submission of required proofs |
| Research Allowance           | Up to INR 30000 per annum   |  |
| Fuel Allowance               | Up to INR 2400 per month based on CC capacity and type of the vehicle |  |
| Driver Allowance             | Up to INR 900 per month   |  |
| Special Allowance            | Balancing Component   | Taxable  |

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

  
REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Lohith Kumar K,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sushil" and a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

### Annexure 1

**Date:** 24-11-2022

**Name:** Lohith Kumar K

**Designation:** Executive Trainee

**Band:** J2

| CTC STRUCTURE                             |                |               |
|---|----------------|---------------|
| Components                                | Per Annum      | Per Month     |
| <b>(I) Fixed Pay</b>                      |                |               |
| Basic                                     | 142,500        | 11875         |
| House Rent Allowance                      | 85,500         | 7125          |
| Other Allowance                           | 117,992        | 9833          |
| Bonus                                     | 48,046         | 4004          |
| <b>(II) Reimbursements</b>                |                |               |
| LTA                                       | 11,875         | 990           |
| Fuel                                      | 21,600         | 1800          |
| Mobile Handset                            | 10,000         | 833           |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b> | <b>36,460</b> |
| <b>(III) Retirals</b>                     |                |               |
| Provident Fund                            | 21,600         |               |
| Gratuity                                  | 6,888          |               |
| <b>(IV) Valued Benefits</b>               |                |               |
| Group Insurance Benefit                   | 9,000          |               |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b> |               |

#### Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 12,00,000  
Mediclam: INR2,00,000 for self and dependents

  
REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Inbathamizhan S J,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sanne" and a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.



**Annexure 1**

**Date:** 24-11-2022

**Name:** Inbathamizhan S J



**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Sashi Kant Ojha H,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sashu" is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**Annexure 1**

**Date:** 24-11-2022



**Name:** Sashi Kant Ojha H

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Nigarsultana,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Nigarsultana

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
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| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
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| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Rajat Hiremath,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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**HDFC Life Insurance Company Limited**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Rajat Hiremath

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Rakesh G,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sushil" and a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Presidency University" around the inner border, "Registrar" in the center, and "BANGALORE" at the bottom.

**Annexure 1**

**Date:** 24-11-2022



**Name:** Rakesh G

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear C Dhanush,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** C Dhanush

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclam: INR2,00,000 for self and dependents            |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Pranesh R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Pranesh R

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Muthyala Hemanth Shankar,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Muthyala Hemanth Shankar

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclam: INR2,00,000 for self and dependents            |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Ganavi P,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Ganavi P

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Anusha Kiran,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Anusha Kiran

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclam: INR2,00,000 for self and dependents            |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Chrislyn Stephanie Retnam,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022


**Name:** Chrislyn Stephanie Retnam

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Medicclaim: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Tania Dutta,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022


**Name:** Tania Dutta

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>  |
|---|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclaim: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear S M Sharique,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** S M Sharique

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Medicclaim: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Suvarnaraj P,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Suvarnaraj P

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Firdaush Ansari,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sushil" and a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**Annexure 1**

**Date:** 24-11-2022

**Name:** Firdaush Ansari

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Raghavendra M S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Raghavendra M S

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Sudheeshnan S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Sudheeshnan S

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Naveen Kumar,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022


**Name:** Naveen Kumar

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Darshan H,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

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**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Darshan H

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclaim: INR2,00,000 for self and dependents           |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Chandan T C,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Chandan T C

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Prajwal G R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Prajwal G R

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Prema M L,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Prema M L

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Muralidharan S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Muralidharan S

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Kirandurga,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Kirandurga



**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Manu R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sanne" is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Presidency University" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.



**Annexure 1**

**Date:** 24-11-2022


**Name:** Manu R

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Medicclaim: INR2,00,000 for self and dependents          |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Jahnavika V N,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022



**Name:** Jahnavika V N

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclam: INR2,00,000 for self and dependents            |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear D Pawan,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sushil" and a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**Annexure 1**

**Date:** 24-11-2022



**Name:** D Pawan

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b> |
|--|
| Group Term Insurance: Term cover of INR 12,00,000        |
| Mediclam: INR2,00,000 for self and dependents            |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Santoshkumar R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Santosh" is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**Annexure 1**

**Date:** 24-11-2022



**Name:** Santoshkumar R

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Medicclaim: INR2,00,000 for self and dependents |

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Manjunath Radaratti,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Manjunath Radaratti



**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Jaswanth S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Jaswanth S

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Suhad N,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sanne" is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Presidency University" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

**Annexure 1**

**Date:** 24-11-2022

**Name:** Suhad N

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Arun S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022


**Name:** Arun S

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Shreeshail,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Shreeshail

**Designation:** Executive Trainee



**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Lavanya B,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

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**Annexure 1**

**Date:** 24-11-2022

**Name:** Lavanya B


**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Bhoomika N G,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

A handwritten signature in green ink that reads "Sushil" and a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

**Annexure 1**

**Date:** 24-11-2022


**Name:** Bhoomika N G

**Designation:** Executive Trainee

**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

| <b>Other Benefits (as per prevalent Company Policy):</b>   |
|--|
| Group Term Insurance: Term cover of INR 12,00,000<br>Mediclam: INR2,00,000 for self and dependents |

  
 REGISTRAR  




Dear Chandu 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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

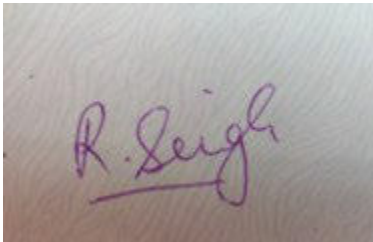
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Maya V.M,

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         |
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| Flexible Allowance       | Rs. 67,200         |
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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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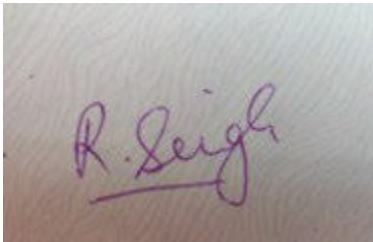
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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

Dear Sumanth Ramachandra Bhat,

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         |
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| Other Allowances         | Rs. 71,200         |
| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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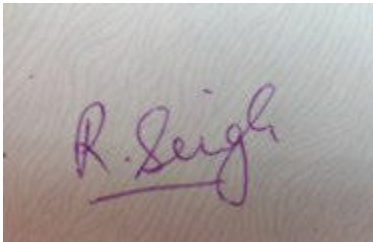
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Chethan 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.

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**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.)          |
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| Basic Salary             | Rs. 180,000        |
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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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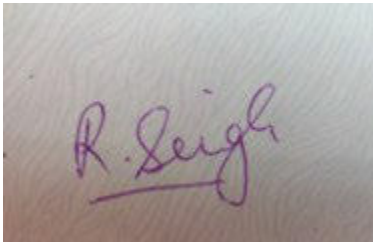
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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):



Dear Sonesh Basavaraj Sasnur,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

| Particulars (p.a.)       | Amt (Rs.)          |
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| Flexible Allowance       | Rs. 67,200         |
| Other Allowances         | Rs. 71,200         |
| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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.

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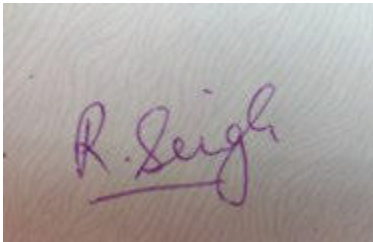
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Aishwarya,

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.

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**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.)          |
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| Other Allowances         | Rs. 71,200         |
| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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#### 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.**)

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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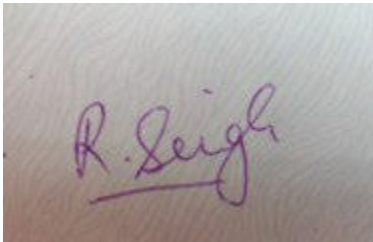
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7. Your **Date of Joining** shall be **April 1, 2023.**

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

Dear Shreyas A,

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.

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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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.**)

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#### 4.3. Other Benefits:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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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.

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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.

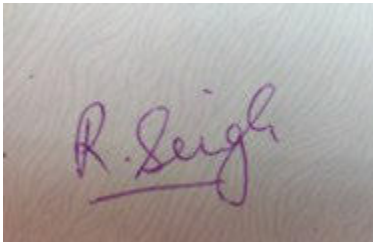
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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



Dear Harshith C,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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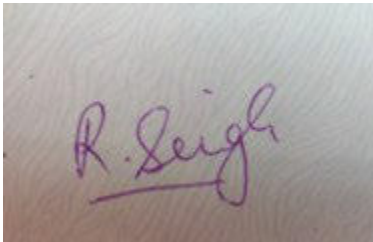
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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

Dear Akshatha H P,

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         |
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| Incentives               | Rs. 150,000        |
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\*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  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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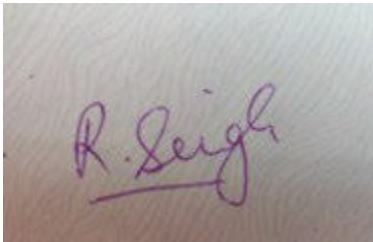
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Pramod Kumar K,

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         |
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| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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:

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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  
RESIDENCY UNIVERSITY  
Registrar

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.

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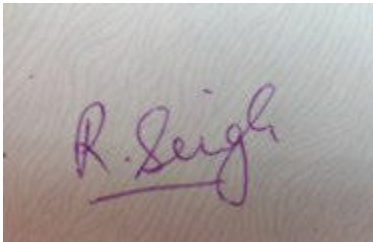
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Karipetti Sri Venkata Ramana,

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         |
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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar



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.

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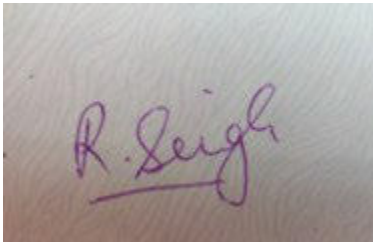
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Apoorva M S,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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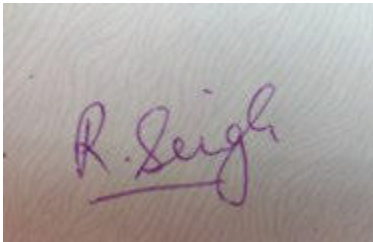
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Yash Dutta,

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.

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**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.)          |
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| Basic Salary             | Rs. 180,000        |
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\*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.**)

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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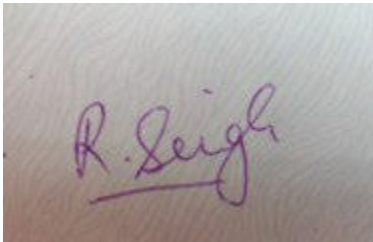
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Pavan,

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.

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#### 4. Compensation Package:

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| Particulars (p.a.)       | Amt (Rs.)          |
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#### 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.**)

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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.

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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.

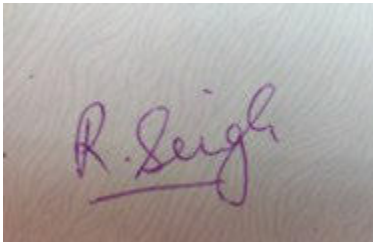
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):





Dear Rakesh Gowda 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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

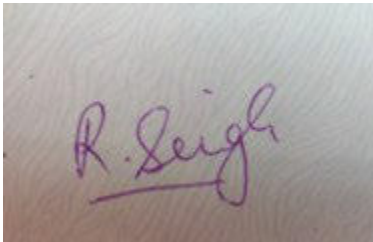
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Hitesh 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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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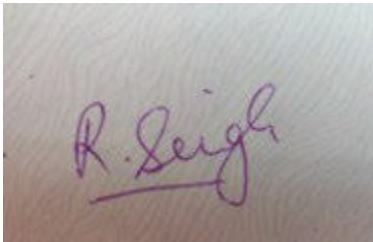
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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

Dear Salman B,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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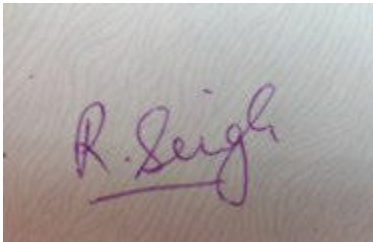
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Benjamin Alfred S,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar



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.

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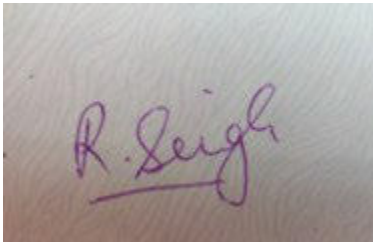
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Bharath H B,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

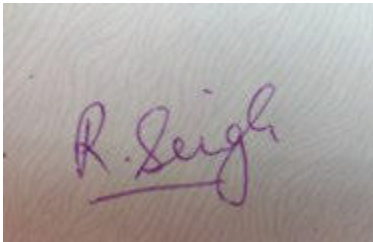
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Sharath S,

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.)          |
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| Basic Salary             | Rs. 180,000        |
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| Provident Fund           | Rs. 21,600         |
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| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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.

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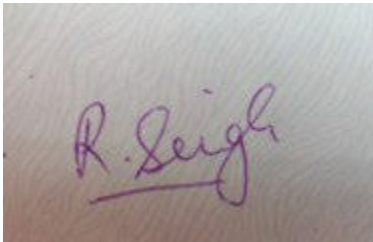
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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):



Dear Ramya D,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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.**)

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#### 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

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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.

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5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

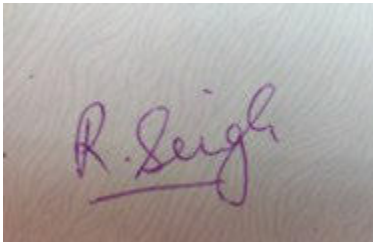
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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



Dear Meghana M,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

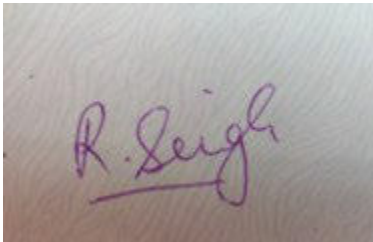
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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.

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**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):



Dear Thejas Gowda A,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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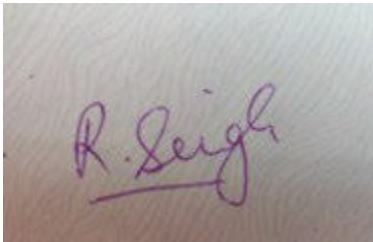
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**For Home First Finance Company India Ltd.**



**(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

Dear Chandana H,

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.

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**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:

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\*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:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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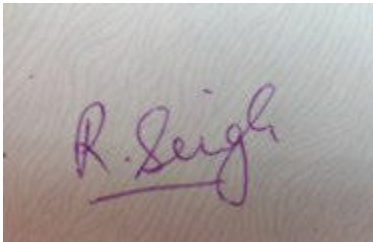
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7. Your **Date of Joining** shall be **April 1, 2023.**

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

Dear Ganesha S,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

| Particulars (p.a.)       | Amt (Rs.)          |
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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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\*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:

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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  
RESIDENCY UNIVERSITY  
Registrar



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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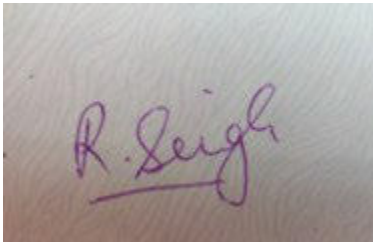
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7. Your **Date of Joining** shall be **April 1, 2023.**

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

Dear Manoj 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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

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| Basic Salary             | Rs. 180,000        |
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#### 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.**)

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#### 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

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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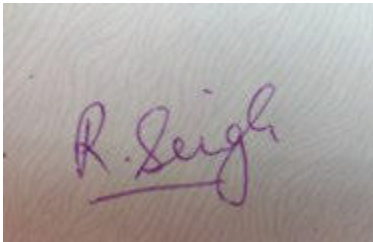
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Bhavana M B,

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.

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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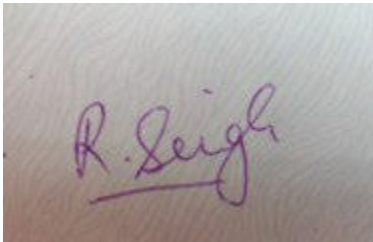
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Nithish N,

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.

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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**5. General:**

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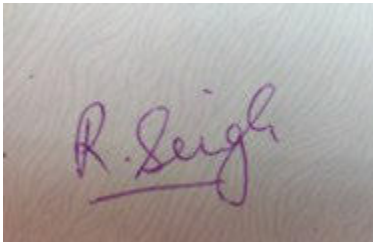
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**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):





Dear Spoorthy N,

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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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**)

  
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Registrar

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.

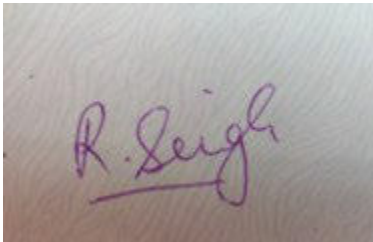
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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):



Dear Nikhil 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.)          |
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| Basic Salary             | Rs. 180,000        |
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

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RESIDENCY UNIVERSITY  
Registrar

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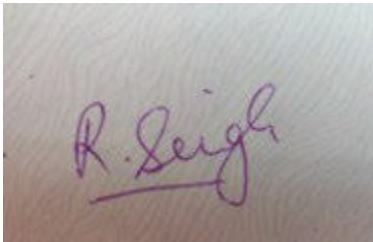
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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):



Dear Harshitha K V,

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.

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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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\*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.**)

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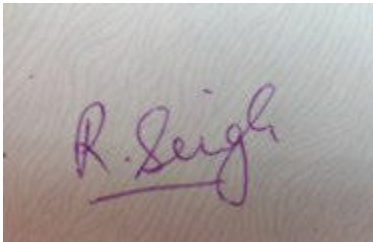
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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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):



Dear Kavya D 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.

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**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.)          |
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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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\*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.**)

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#### 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

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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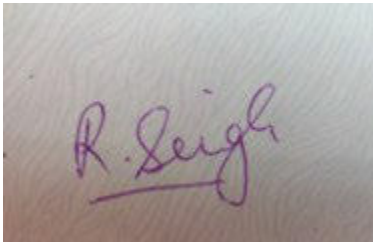
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Harshitha 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.

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#### 4.2. Allowances:

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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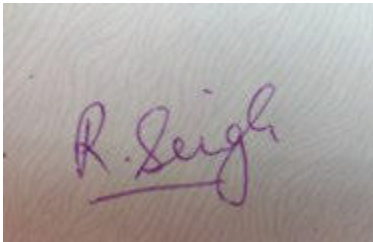
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Priya 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.

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**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.)          |
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| Basic Salary             | Rs. 180,000        |
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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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4.3.3. You will be covered under the group medical and accident insurance policies of the company

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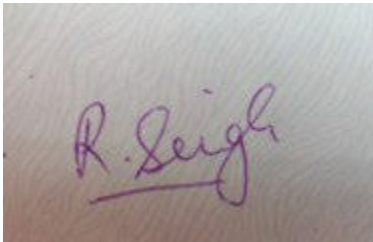
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):



Dear Alcina A Leema,

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.

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REGISTRAR  
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4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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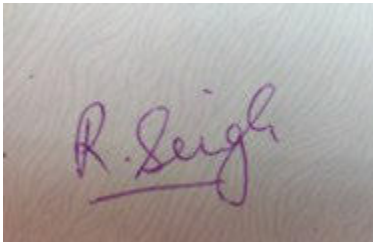
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7. Your **Date of Joining** shall be **April 1, 2023.**

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):





Dear Megha 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.

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| 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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

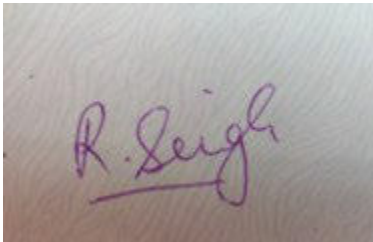
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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

Dear Channabasava,

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         |
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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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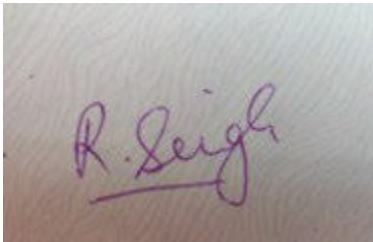
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Chaya,

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         |
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| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
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\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

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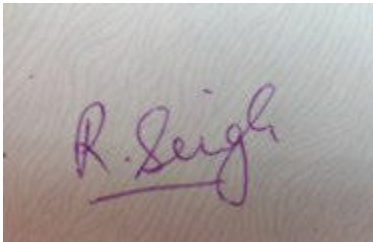
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Prathibha M,

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         |
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| Flexible Allowance       | Rs. 67,200         |
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| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar



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.

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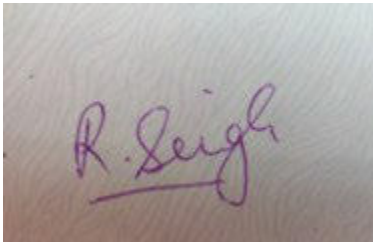
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Bhumika B,

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         |
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| Other Allowances         | Rs. 71,200         |
| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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.**)

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#### 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  
RESIDENCY UNIVERSITY  
Registrar

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.

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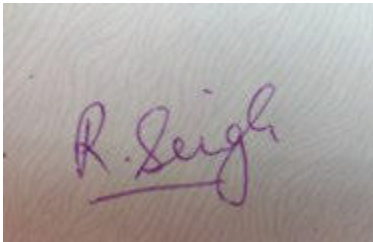
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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

Dear Tejas M,

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.

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**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         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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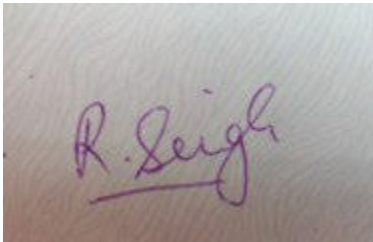
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7. Your **Date of Joining** shall be **April 1, 2023.**

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

Dear Gayathri,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

| Particulars (p.a.)       | Amt (Rs.)          |
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| Basic Salary             | Rs. 180,000        |
| House Rent Allowance     | Rs. 90,000         |
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#### 4.2. Allowances:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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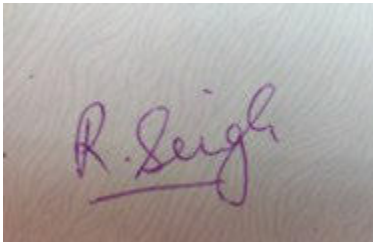
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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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



Dear Kotresh G S,

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.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

| Particulars (p.a.)       | Amt (Rs.)          |
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| Other Allowances         | Rs. 71,200         |
| Provident Fund           | Rs. 21,600         |
| <b>Gross Salary</b>      | <b>Rs. 450,000</b> |
| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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  
RESIDENCY UNIVERSITY  
Registrar

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.

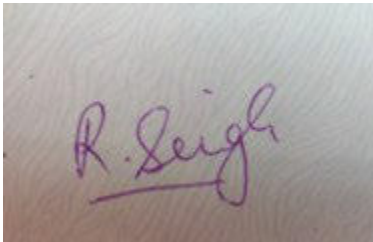
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's 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

Dear Thejas P,

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         |
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#### 4.3. Other Benefits:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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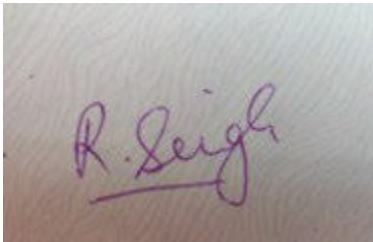
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**For Home First Finance Company India Ltd.**



**(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

Dear **Mahammadharees N Bammanahalli,**

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.

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#### 4. Compensation Package:

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#### 4.2. Allowances:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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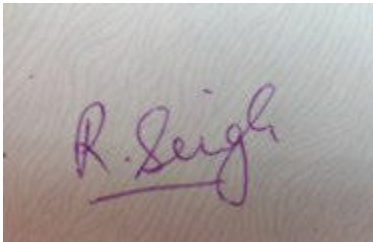
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**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

Dear Thanusha H,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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#### 4.2. Allowances:

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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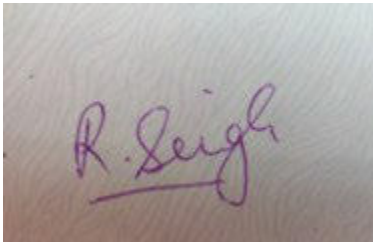
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**For Home First Finance Company India Ltd.**




**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Poornashree D 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.

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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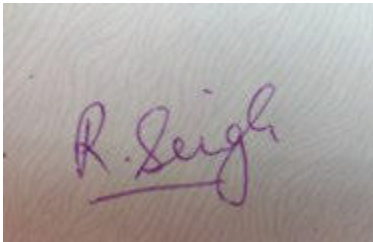
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**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

Dear Manu C Y,

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.

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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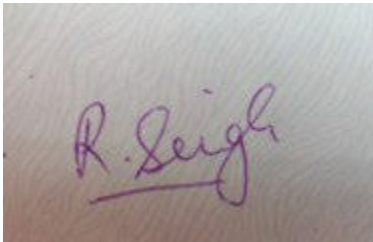
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**For Home First Finance Company India Ltd.**



**(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

Dear Kavana A Y,

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.

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REGISTRAR  
RESIDENCY UNIVERSITY  
Registrar

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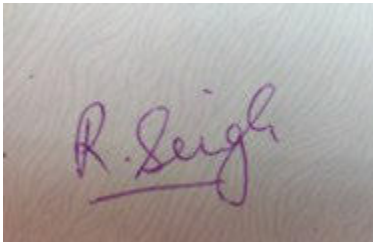
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7. Your **Date of Joining** shall be **April 1, 2023.**

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



Dear Saahil I S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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| Incentives               | Rs. 150,000        |
| <b>CTC *</b>             | <b>Rs. 600,000</b> |

\*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**)

  
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Registrar

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.

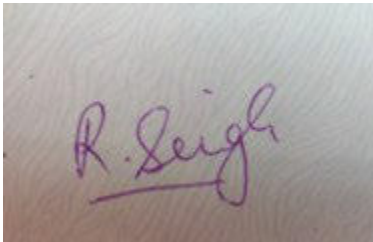
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

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  
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BANGALORE

## Conditional Letter

Rakshithgowda

Date: February 21, 2023

9108364028

Dear Rakshithgowda,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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- Passing a background check .
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**While working as an employee, your job duties will be:-**

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Thank you again for your prompt attention to the needs outlined in this offer.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.




**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Rakshithgowda**

  
REGISTRAR  


## Conditional Letter

Renil Revi

Date: February 21, 2023

9744511225

Dear Renil Revi,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Renil Revi**

  
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BANGALORE

## Conditional Letter

Mohamad Ashfaq Hussain

Date: February 21, 2023

7090174717

Dear Mohamad Ashfaq Hussain,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Mohamad Ashfaq Hussain**

  
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## Conditional Letter

Yatish G P

Date: February 21, 2023

9164353428

Dear Yatish G P,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Yatish G P**

  
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 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Conditional Letter

Kiran B M

Date: February 21, 2023

8431150480

Dear Kiran B M,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Kiran B M**

  
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## Conditional Letter

Narendra Babu S G

Date: February 21, 2023

7619576590

Dear Narendra Babu S G,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Narendra Babu S G**

  
REGISTRAR  




## Conditional Letter

Arjun C

Date: February 21, 2023

9656614293

Dear Arjun C,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Arjun C**


REGISTRAR

## Conditional Letter

Akash A

Date: February 21, 2023

8618448811

Dear Akash A,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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Vice President- Human Resources

(Signature)

**Akash A**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Conditional Letter

Prashanth Kr

Date: February 21, 2023

7996268862

Dear Prashanth Kr,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Prashanth Kr**

  
REGISTRAR  


## Conditional Letter

Kethrin Horo

Date: February 21, 2023

8509940869

Dear **Kethrin Horo**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Kethrin Horo**

  
REGISTRAR  
 PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Conditional Letter

Dhanush K S

Date: February 21, 2023

6362598343

Dear Dhanush K S,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

- Confirmation of passing education credentials.
- Passing a background check .
- Providing identity verification proof and eligibility to work in India
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

**While working as an employee, your job duties will be:-**

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

  
REGISTRAR  


**Registered Office:** DTwelve Spaces Private Limited, 210/C-1/1,2<sup>nd</sup> Floor, Amber Tower, Commercial Complex, Azad Pur – 110 033

**Corporate Office:** Stanza Living, 20th Floor IREO Grand View Tower, Sector 58, Golf Course Extension Road, Gurugram, Haryana - 122102

**Contact:** 011 4201 9801 | **Email:** ping@stanzaliving.com | **Website:** www.stanzaliving.com | **CIN:** U45309DL2017PTC313505

### Annexure-I

We request you to send the below listed documents at [dhairya.rogha@stanzaliving.com](mailto:dhairya.rogha@stanzaliving.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
2. Aadhar Card (Front and Back Side)
3. 10<sup>th</sup> Marksheet & 12<sup>th</sup> Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

**Note: - Please Submit all the documents converting them into a single PDF**

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Dhanush K S**

  
REGISTRAR  


REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Conditional Letter

Deepak S

Date: February 21, 2023

8838409613

Dear Deepak S,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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- Fulfilling Occupancies of acquired properties.
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REGISTRAR  


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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Deepak S**


REGISTRAR

## Conditional Letter

Jeevan M

Date: February 21, 2023

9894728694

Dear Jeevan M,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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REGISTRAR  


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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Jeevan M**

REGISTRAR



## Conditional Letter

Rishabh Arora

Date: February 21, 2023

9453057752

Dear Rishabh Arora,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

- Confirmation of passing education credentials.
- Passing a background check .
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**While working as an employee, your job duties will be:-**

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- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

  
REGISTRAR  


### Annexure-I

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Rishabh Arora**


REGISTRAR

OFFER LETTER

Dear **Mr. Devika Gopan**  
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 subject 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 unavailability 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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KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

**CEASEFIRE INDUSTRIES PRIVATE LIMITED**  
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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. U29193MH2002PTC136108  
 +91 9540 666 666  
+91 1800 120 3473  
+91 120 4223473

**Annexure - A**

NAME : DEVIKA GOPAN  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

| Particulars                               |                           | Amounts(Rs.)     |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
|   | <b>Sub Total A</b>        | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
|   | <b>Sub Total B</b>        | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
|   | <b>Sub Total B1</b>       | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
|   | <b>Sub Total C</b>        | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

**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

  
 REGISTRAR  


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**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. U29193MH2002PTC136108  

 +91 9540 666 666  
 +91 1800 120 3473  
 +91 120 4223473

**OFFER LETTER**

Dear **Mr. Santhosh Unni Krishnan**  
 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 subject 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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With best wishes  
 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

*Santhosh*  
 REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY

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CIN No. U29193MH2002PTC136108  
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 +91 120 4223473

**Annexure - A**

NAME : SANTHOSH UNNI KRISHNAN DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DIVISION : CSD DOJ : 03-Apr-2023

| Particulars                               |                           | Amounts(Rs.)     |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
|   | <b>Sub Total A</b>        | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
|   | <b>Sub Total B</b>        | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
|   | <b>Sub Total B1</b>       | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
|   | <b>Sub Total C</b>        | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

**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 .

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Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

  
 REGISTRAR  


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CIN No. U29193MH2002PTC136108


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OFFER LETTER

Dear **Mr. Sreyas S**  
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.

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Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
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Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

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For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



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+91 120 4223473



**Annexure - A**

NAME : SREYAS S  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 03-Apr-2023

| Particulars                               |  | Amounts(Rs.)     |
|---|--|------------------|
|   | <b>Fixed Component</b>                 |                  |
| Basic                                     |  | 21600            |
| Advance Statuary Bonus                    |  | 4004             |
|   | <b>Sub Total A</b>                     | 25604            |
|   | <b>Reimbursement</b>                   |                  |
|   | <b>Sub Total B</b>                     | 0                |
|   | <b>Variable Component</b>              |                  |
| Monthly Performance Linked Reimbursement* |  | 5586             |
|   | <b>Sub Total B1</b>                    | 5586             |
| Gratuity****                              |  | 1039             |
|   | <b>Sub Total C</b>                     | 1039             |
|   | <b>Total Salary Package (A+B+B1+C)</b> | 32229            |
|   | <b>Total Salary Package Per Annum</b>  | 386748           |
| <b>Deductions</b>                         | <b>Monthly TH</b>                      | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                                    | 1800             |
| <b>Total</b>                              | <b>150</b>                             | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>                           | <b>372480</b>    |
|   | <b>Additional Perks</b>                |                  |

**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

*Sanjeev*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar

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**CEASEFIRE INDUSTRIES PRIVATE LIMITED**

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Mathura Road, New Delhi - 110044  
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www.ceasefire.in | SMS : Fire to 53030

**Registered Office :**

602, "Doli Chamber", 6th Floor, Behind  
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CIN No. U29193MH2002PTC136108

**Connect SERVICES** +91 9540 666 666  
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OFFER LETTER

Dear **Ms. Riya Abhijeet Panganti**  
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 subject 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 unavailability 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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**Annexure - A**

NAME : **RIYA ABHIJEET PANGANTI**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

| Particulars                               |                           | Amounts(Rs.)     |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
|   | <b>Sub Total A</b>        | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
|   | <b>Sub Total B</b>        | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
|   | <b>Sub Total B1</b>       | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
|   | <b>Sub Total C</b>        | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

**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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CIN No. U29193MH2002PTC136108



**OFFER LETTER**

Dear **Mr. Parth Tamhankar Mohit**  
 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 subject 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.

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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

*Arnab*  
 REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY

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**Annexure - A**

NAME : PARTH TAMHANKAR MOHIT DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DIVISION : CSD DOJ : 03-Apr-2023

| Particulars                               | Amounts(Rs.)              |                  |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
| <b>Sub Total A</b>                        |                           | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
| <b>Sub Total B</b>                        |                           | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
| <b>Sub Total B1</b>                       |                           | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
| <b>Sub Total C</b>                        |                           | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

**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.

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\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



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CIN No. U29193MH2002PTC136108



**OFFER LETTER**

Dear **Ms. Ashniya D Almeda**  
 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 subject 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

*Seenu*  
 REGISTRAR  
 Registrar  
 PRESIDENCY UNIVERSITY

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**Annexure - A**

NAME : ASHNIYA D ALMEDA  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

| Particulars                               |                           | Amounts(Rs.)     |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
|   | <b>Sub Total A</b>        | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
|   | <b>Sub Total B</b>        | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
|   | <b>Sub Total B1</b>       | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
|   | <b>Sub Total C</b>        | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

**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 .

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\*\*\*\*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

  
 REGISTRAR  


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## OFFER LETTER

Dear **Mr. Kiran 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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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.

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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

  
REGISTRAR  


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**Annexure - A**

NAME : **KIRAN V**  
DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
DOJ : **03-Apr-2023**

| Particulars                               | Amounts(Rs.)                           |                  |
|---|--|------------------|
|   | <b>Fixed Component</b>                 |                  |
| Basic                                     |  | <b>21600</b>     |
| Advance Statuary Bonus                    |  | <b>4004</b>      |
|   | <b>Sub Total A</b>                     | <b>25604</b>     |
|   | <b>Reimbursement</b>                   |                  |
|   | <b>Sub Total B</b>                     | <b>0</b>         |
|   | <b>Variable Component</b>              |                  |
| Monthly Performance Linked Reimbursement* |  | <b>5586</b>      |
|   | <b>Sub Total B1</b>                    | <b>5586</b>      |
| Gratuity****                              |  | <b>1039</b>      |
|   | <b>Sub Total C</b>                     | <b>1039</b>      |
|   | <b>Total Salary Package (A+B+B1+C)</b> | <b>32229</b>     |
|   | <b>Total Salary Package Per Annum</b>  | <b>386748</b>    |
|   | <b>Monthly TH</b>                      | <b>Annual TH</b> |
| <b>Deductions</b>                         |  |                  |
| Employee Welfare Trust                    | 150                                    | 1800             |
| <b>Total</b>                              | <b>150</b>                             | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>                           | <b>372480</b>    |
|   | <b>Additional Perks</b>                |                  |

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

  
REGISTRAR  


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CIN No. U29193MH2002PTC136108

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+91 120 4223473

**OFFER LETTER**

Dear **Mr. Rohan B Y**  
 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 subject 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 unavailability 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

*Arnab*  
 REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY

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 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. U29193MH2002PTC136108  
 +91 9540 666 666  
 +91 1800 120 3473  
 +91 120 4223473

**Annexure - A**

NAME : **ROHAN B Y**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

| Particulars                               |  | Amounts(Rs.)     |
|---|--|------------------|
|   | <b>Fixed Component</b>                 |                  |
| Basic                                     |  | 21600            |
| Advance Statuary Bonus                    |  | 4004             |
|   | <b>Sub Total A</b>                     | <b>25604</b>     |
|   | <b>Reimbursement</b>                   |                  |
|   | <b>Sub Total B</b>                     | <b>0</b>         |
|   | <b>Variable Component</b>              |                  |
| Monthly Performance Linked Reimbursement* |  | 5586             |
|   | <b>Sub Total B1</b>                    | <b>5586</b>      |
| Gratuity****                              |  | 1039             |
|   | <b>Sub Total C</b>                     | <b>1039</b>      |
|   | <b>Total Salary Package (A+B+B1+C)</b> | <b>32229</b>     |
|   | <b>Total Salary Package Per Annum</b>  | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>                      | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                                    | 1800             |
| <b>Total</b>                              | <b>150</b>                             | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>                           | <b>372480</b>    |
|   | <b>Additional Perks</b>                |                  |

**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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 Tel. : 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108



## OFFER LETTER

Dear **Ms. Sonu Kuriakose**  
 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**  
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 Department : **Sales**  
 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
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 Location : **BENGALURU**

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With best wishes  
 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

*Sonnu*  
 REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY

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 +91 120 4223473

**Annexure - A**

NAME : SONU KURIAKOSE  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 03-Apr-2023

| Particulars                               |  | Amounts(Rs.) |
|---|--|--------------|
|   | <b>Fixed Component</b>                 |              |
| Basic                                     |  | 21600        |
| Advance Statuary Bonus                    |  | 4004         |
|   | <b>Sub Total A</b>                     | 25604        |
|   | <b>Reimbursement</b>                   |              |
|   | <b>Sub Total B</b>                     | 0            |
|   | <b>Variable Component</b>              |              |
| Monthly Performance Linked Reimbursement* |  | 5586         |
|   | <b>Sub Total B1</b>                    | 5586         |
| Gratuity****                              |  | 1039         |
|   | <b>Sub Total C</b>                     | 1039         |
|   | <b>Total Salary Package (A+B+B1+C)</b> | 32229        |
|   | <b>Total Salary Package Per Annum</b>  | 386748       |

| Deductions             | Monthly TH   | Annual TH     |
|------------------------|--------------|---------------|
| Employee Welfare Trust | 150          | 1800          |
| <b>Total</b>           | <b>150</b>   | <b>1800</b>   |
| <b>Total TH</b>        | <b>31040</b> | <b>372480</b> |

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

*Sanjeev*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar

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CIN No. U29193MH2002PTC136108

**Connect SERVICES** +91 9540 666 666  
+91 1800 120 3473  
+91 120 4223473



OFFER LETTER

Dear **Ms. Harshitha S**  
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**

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With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



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**Annexure - A**

NAME : HARSHITHA S  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 03-Apr-2023

| Particulars                               |  | Amounts(Rs.) |
|---|--|--------------|
|   | <b>Fixed Component</b>                 |              |
| Basic                                     |  | 21600        |
| Advance Statuary Bonus                    |  | 4004         |
|   | <b>Sub Total A</b>                     | 25604        |
|   | <b>Reimbursement</b>                   |              |
|   | <b>Sub Total B</b>                     | 0            |
|   | <b>Variable Component</b>              |              |
| Monthly Performance Linked Reimbursement* |  | 5586         |
|   | <b>Sub Total B1</b>                    | 5586         |
| Gratuity****                              |  | 1039         |
|   | <b>Sub Total C</b>                     | 1039         |
|   | <b>Total Salary Package (A+B+B1+C)</b> | 32229        |
|   | <b>Total Salary Package Per Annum</b>  | 386748       |

| Deductions             | Monthly TH   | Annual TH     |
|------------------------|--------------|---------------|
| Employee Welfare Trust | 150          | 1800          |
| <b>Total</b>           | <b>150</b>   | <b>1800</b>   |
| <b>Total TH</b>        | <b>31040</b> | <b>372480</b> |

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

*Sanjeev*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar

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CIN No. U29193MH2002PTC136108

**Connect SERVICES**  
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OFFER LETTER

Dear Ms. Abinayasree K S  
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.

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Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
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Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

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For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource


REGISTRAR Registrar

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+91 120 4223473

**Annexure - A**

NAME : ABINAYASREE K S  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

| Particulars                               |                           | Amounts(Rs.)     |
|---|---------------------------|------------------|
|   | <b>Fixed Component</b>    |                  |
| Basic                                     |                           | 21600            |
| Advance Statuary Bonus                    |                           | 4004             |
|   | <b>Sub Total A</b>        | <b>25604</b>     |
|   | <b>Reimbursement</b>      |                  |
|   | <b>Sub Total B</b>        | <b>0</b>         |
|   | <b>Variable Component</b> |                  |
| Monthly Performance Linked Reimbursement* |                           | 5586             |
|   | <b>Sub Total B1</b>       | <b>5586</b>      |
| Gratuity****                              |                           | 1039             |
|   | <b>Sub Total C</b>        | <b>1039</b>      |
| <b>Total Salary Package (A+B+B1+C)</b>    |                           | <b>32229</b>     |
| <b>Total Salary Package Per Annum</b>     |                           | <b>386748</b>    |
| <b>Deductions</b>                         | <b>Monthly TH</b>         | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                       | 1800             |
| <b>Total</b>                              | <b>150</b>                | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>              | <b>372480</b>    |
|   | <b>Additional Perks</b>   |                  |

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Arnab Kumar Das  
 Human Resource



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CIN No. U29193MH2002PTC136108



## OFFER LETTER

Dear **Mr. Rakshith S**  
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.

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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**

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Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

  
REGISTRAR  


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+91 120 4223473

**Annexure - A**

NAME : RAKSHITH S  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 03-Apr-2023

| Particulars                               | Amounts(Rs.)                           |                  |
|---|--|------------------|
|   | <b>Fixed Component</b>                 |                  |
| Basic                                     |  | 21600            |
| Advance Statuary Bonus                    |  | 4004             |
|   | <b>Sub Total A</b>                     | 25604            |
|   | <b>Reimbursement</b>                   |                  |
|   | <b>Sub Total B</b>                     | 0                |
|   | <b>Variable Component</b>              |                  |
| Monthly Performance Linked Reimbursement* |  | 5586             |
|   | <b>Sub Total B1</b>                    | 5586             |
| Gratuity****                              |  | 1039             |
|   | <b>Sub Total C</b>                     | 1039             |
|   | <b>Total Salary Package (A+B+B1+C)</b> | 32229            |
|   | <b>Total Salary Package Per Annum</b>  | 386748           |
| <b>Deductions</b>                         | <b>Monthly TH</b>                      | <b>Annual TH</b> |
| Employee Welfare Trust                    | 150                                    | 1800             |
| <b>Total</b>                              | <b>150</b>                             | <b>1800</b>      |
| <b>Total TH</b>                           | <b>31040</b>                           | <b>372480</b>    |
|   | <b>Additional Perks</b>                |                  |

**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

*Sanjeev*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar

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