

# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

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

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

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Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)

*Janne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Pruthvik Hampali  
Presidency University,  
Bangalore.

Dear Pruthvik,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.

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*Jasme*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

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### OFFER LETTER

Date: 12/02/22

A C Yamuna Theja  
Presidency University,  
Bangalore.

Dear Yamuna,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year(one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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BANGALORE

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### OFFER LETTER

Date: 12/02/22

S Triveni Kumar  
Presidency University,  
Bangalore.

Dear Triveni,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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### OFFER LETTER

Date: 12/02/22

Gudipudi Aravind  
Presidency University,  
Bangalore.

Dear Aravind,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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*Janne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

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## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Mohammed Shariq  
Presidency University,  
Bangalore.

Dear Shariq,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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**OL No: TN821**

**28 December 2021**

Dear **Nagaraju V**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

**OL No: TN821**

**28 December 2021**

Dear **B H Lavanya**

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: **21 January 2022 to 30 January 2022**

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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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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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Please indicate your acceptance of this offer by signing below.

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

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

**OL No: TN822**

**28 December 2021**

Dear N Shiva Tulshi Kumar

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

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## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Galam Guru Sreedhar  
Presidency University,  
Bangalore.

Dear Sreedhar,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Nallagu Sunil  
Presidency University,  
Bangalore.

Dear Sunil,

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You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

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# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

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

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

---

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)







**OFFER LETTER**

Date: 12/02/22

Aaryan  
Presidency University,  
Bangalore.

Dear Aaryan,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year(one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

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*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

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# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Sachin H  
Presidency University,  
Bangalore.

Dear Sachin,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

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*Mahalaxmi*



Yours sincerely

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Human Resources

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*Janne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Shaik Sulaiman Basha  
Presidency University,  
Bangalore.

Dear Sulaiman,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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Yours sincerely

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# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Y Sai Venkat  
Presidency University,  
Bangalore.

Dear Venkat,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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# SPR

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*Mahalaxmi*



Yours sincerely

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Human Resources

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Date

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# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Anup V Jadhav  
Presidency University,  
Bangalore.

Dear Anup,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

Shree Harsha Y  
Presidency University,  
Bangalore.

Dear Harsha,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

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REGISTRAR  


# SPR

## Human Capital Solutions

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*Mahalaxmi*



Yours sincerely

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**OL No: TN827**

**28 December 2021**

Dear **Pramodh 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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

**OL No: TN828**

**28 December 2021**

Dear **Pramod 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.

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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



## 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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- 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: \_\_\_\_\_

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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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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: \_\_\_\_\_

**OL No: TN829**

**28 December 2021**

Dear **Vishwas N C**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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.
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Please indicate your acceptance of this offer by signing below.

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

(Candidate's Signature)

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

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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: \_\_\_\_\_

**OL No: TN830****28 December 2021**Dear **Mohammed Afrid Nv**

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: **21 January 2022 to 30 January 2022**OJT Start Date: **31 January 2022**OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_



**OL No: TN831**

**28 December 2021**

Dear **Yallaling**

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: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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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- 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: \_\_\_\_\_

## ANNEXURE

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Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

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

**OL No: TN832**

**28 December 2021**

Dear **Alwin John**

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 End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

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Please bring the original education certificates / mark sheets (10th or 12th).

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

(Candidate's Signature)

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

**OL No: TN833**

**28 December 2021**

Dear **Obula Reddy Dinesh Kumar 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

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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.
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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: \_\_\_\_\_



## ANNEXURE

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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: \_\_\_\_\_

**OL No: TN835**

**28 December 2021**

Dear **Yasam Sudharshan**

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 End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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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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: \_\_\_\_\_

## ANNEXURE

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Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
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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: \_\_\_\_\_

**OL No: TN836**

**28 December 2021**

Dear **Prasanna K V**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
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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: \_\_\_\_\_



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

**Offer Letter**

Date: 07/07/2022

**To**

**S P Ravikumar**

Employee Code: \_PS0404

Dear Ravi,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "BANGALORE" at the bottom, with two small stars on either side of the word "BANGALORE".



Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention process improvement, operational improvement, or other process/method like <sup>1. Invention</sup> result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Velapula Rishi Sharma**

Employee Code: \_PS0405

Dear Rishi

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
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<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Kambanna Gari Girish**

Employee Code: \_PS0406

Dear Girish,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  




Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer Letter

**Mr. L Manoj**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear L Manoj,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

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**corporate office**

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Mohammed Haris**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Mohammed Haris,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Lava B**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Lava B,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
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  - (g) PAN Card

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

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REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
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<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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**Date :16th Dec 2021**

Dear **Harsha K Naik**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in  
Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Harsha K Naik</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Samrudh S**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Samrudh S</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **M R Vikas Naidu**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

Role: **Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

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You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>M R Vikas Naidu</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**OL No: TN817**

**28 December 2021**

Dear **R Rakesh Gowda**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

**OL No: TN818**

**28 December 2021**

Dear **Sumit Kumar**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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



## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

## Thrillophilia Offer Letter & Employment Agreement

### **Congratulations Mithungowda G M**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Mithungowda G M** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Mithungowda G M**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Mithungowda G M**

Date: 05/03/2022

A green ink signature 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.



## Thrillophilia Offer Letter & Employment Agreement

### **Congratulations Sameer Ahamed Attar**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Sameer Ahamed Attar**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Sameer Ahamed Attar**

Signature -

*Sameer*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

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### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Sameer Ahamed Attar**

Date: 05/03/2022

A handwritten signature in green ink 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.

## Thrillophilia Offer Letter & Employment Agreement

### Congratulations Santosh Kumar Yamanappa Durannavar

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Santosh Kumar Yamanappa Durannavar**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Santosh Kumar Yamanappa Durannavar**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in



any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

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#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Santosh Kumar Yamanappa Durannavar**

Date: 05/03/2022

A green ink signature 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.

**Date :16th Dec 2021**

Dear **Subrath Kumar Nayak A**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in  
Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Subrath Kumar Nayak A</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Chidananda L**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Chidananda L</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

Apr 02, 2022

Mr. Sharan A R  
201710119013@presidencyuniversity.in  
Candidate Id: CN20220854

Dear Sharan A R,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Sharan A R	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Maruthi Dhanush N**  
**201710100075@presidencyuniversity.in**  
Candidate Id: CN20220856

Dear Maruthi Dhanush N,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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



Annexure I: Annual Compensation Structure			
Name	Mr. Maruthi Dhanush N	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



Apr 02, 2022

**Ms. Puneeth Bharathi A**  
**201810100947@presidencyuniversity.in**  
Candidate Id: CN20220857

Dear Puneeth Bharathi A,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Ms. Puneeth Bharathi A	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



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

**Offer Letter**

Date: 07/07/2022

To

**Pandhiti Naveen Kumar**

Employee Code: \_PS0407

Dear Naveen,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer Letter

**Mr. Partha Sarathy C L**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Partha Sarathy C L,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

**+91 8860 22 34 56**  
**+91 8800 92 08 08**

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR





## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
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**contact**

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+91 8800 92 08 08

www.sunstone.edu.in  
connect@sunstone.edu.in



**Date :16th Dec 2021**

**Dear Yeddula Venkata Vamshi**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

**Location: Bangalore ,India**

**Compensation :We confirm offering annual compensation of INR 4,50,000/- (Four Lakh Fifty thousand only) comprising INR 3,24,000/- (Fixed Component) & variable component of INR 1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.



You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.



<b>Annexure</b>			
<b>Name</b>	<b>Yeddula Venkata Vamshi</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**OL No: TN819**

**28 December 2021**

Dear **Vadde Rajukumar**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

Apr 02, 2022

**Mr. Mullapudi Badrinath Sai**  
**201810102111@presidencyuniversity.in**  
Candidate Id: CN20220858

Dear Mullapudi Badrinath Sai,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Mullapudi Badrinath Sai	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Ms. Hamsavani N**  
**201810102088@presidencyuniversity.in**  
Candidate Id: CN20220859

Dear Hamsavani N,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Ms. Hamsavani N	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



Apr 02, 2022

**Mr. Bathula Vivek**  
**201810102069@presidencyuniversity.in**  
Candidate Id: CN20220860

Dear Bathula Vivek,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Bathula Vivek	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



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

**Offer Letter**

Date: 07/07/2022

To

**Thirupathi Sai Ram**

Employee Code: \_PS0408

Dear Ram,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer Letter

**Mr. Shreyas J**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Shreyas J,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

**+91 8860 22 34 56**  
**+91 8800 92 08 08**

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Bollimpalli Vamsi Sai Bharadwaj**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Bollimpalli Vamsi Sai Bharadwaj,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
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8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
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In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

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REGISTRAR



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<b>Total CTC</b>		<b>5,00,000</b>
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**OL No: TN820**

**28 December 2021**

Dear **Mohammed Saqlain Ahmed**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

**Date :16th Dec 2021**

Dear **Yashas S A**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**





Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Yashas S A</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000



## Thrillophilia Offer Letter & Employment Agreement

### **Congratulations Kota Dharani Kumar**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Kota Dharani Kumar**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Kota Dharani Kumar**

Signature -



## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Kota Dharani Kumar**

Date: 05/03/2022

A handwritten signature in green ink 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.

**Date :16th Dec 2021**

Dear **Vivaswath S**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Vivaswath S</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

## Offer Letter

**Mr. Grandhisila Venkata Siva Sai Vignesh**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Grandhisila Venkata Siva Sai Vignesh,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

**+91 8860 22 34 56**  
**+91 8800 92 08 08**

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR





- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
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[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

**regd office**

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**corporate office**

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**contact**

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+91 8800 92 08 08

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connect@sunstone.edu.in





Apr 02, 2022

**Mr. Bhuvan S M**  
**201810101902@presidencyuniversity.in**  
Candidate Id: CN20220861

Dear Bhuvan S M,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Bhuvan S M	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Salemula Dineshrathnam**  
**201810102013@presidencyuniversity.in**  
Candidate Id: CN20220862

Dear Salemula Dineshrathnam,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Salemula Dineshrathnam	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Mohammed Faraaz K**  
**201810101969@presidencyuniversity.in**  
Candidate Id: CN20220863

Dear Mohammed Faraaz K,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Mohammed Faraaz K	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



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

**Offer Letter**

Date: 07/07/2022

**To**

**Shubhakar S R**

Employee Code: \_PS0409

Dear Shubhakar,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR 

Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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





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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

**To**

**Konanki Dattatraya**

Employee Code: \_PS0411

Dear Dattatraya,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Riyaan Mohammed Saleem**

Employee Code: \_PS0412

Dear Saleem,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "BANGALORE" at the bottom, with two small stars on either side of the word "BANGALORE".

Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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





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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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<http://www.planetspark.in>

**Offer Letter**

Date: 07/07/2022

To

**Bobby Chaudhary**

Employee Code: \_PS0413

Dear Bobby,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  


Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention process improvement, operational improvement, or other process/method like <sup>1. Invention</sup> result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Shreyasgowda V R**

Employee Code: \_PS0414

Dear Shreyas,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  


Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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





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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Chintakayala Chakradhar**

Employee Code: \_PS0415

Dear Chakradhar,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Dhanush Jayadevan**

Employee Code: \_PS0416

Dear Dhanush,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  


Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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





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

**1. Secrecy/Confidentiality:**

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**2. Annual Leave:**

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

**3. Termination of Service:**

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

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

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Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

**To**

**Golla Kiriti**

Employee Code: \_PS0417

Dear Kiriti,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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**1. Secrecy/Confidentiality:**

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Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

**To**

**Gayathri**

Employee Code: \_PS0418

Dear Gayathri,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

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Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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**3. Nature of Work:**

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**4. Training:**

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Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer Letter

**Ms. Shailaja**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Shailaja,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

www.sunstone.edu.in  
connect@sunstone.edu.in



## Offer Letter

**Mr. Naveen M**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Naveen M,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

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## Offer Letter

**Mr. G Sai Lokesh**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear G Sai Lokesh,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
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  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Yeshwanth S**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Yeshwanth S,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
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  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
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  - (e) Last pay drawn certificate, if in employment.
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  - (g) PAN Card

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  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Cuddapah Sreenivasa Reddy**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Cuddapah Sreenivasa Reddy,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
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7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
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  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
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In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
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Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
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## Offer Letter

**Mr. T Harshith**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear T Harshith,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
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In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

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<b>Deduc ons</b>		
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<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

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<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
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**Date :16th Dec 2021**

**Dear Jyothika Ramesh**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : [hr@mycaptain.in](mailto:hr@mycaptain.in)  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Jyothika Ramesh</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Harshavardhan K**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

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Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : [hr@mycaptain.in](mailto:hr@mycaptain.in)  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

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This agreement shall become effective on the commencement of your employment with the Company.

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## Notice Period and Termination of Services

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further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Harshavardhan K</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
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	Professional Tax	200	2400
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<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

**Dear Ambati Sai Krishna Reddy**

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**Role: Business Operations Executive**

Location: Bangalore ,India

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Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

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Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Ambati Sai Krishna Reddy</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Vijay S V**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : [hr@mycaptain.in](mailto:hr@mycaptain.in)  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Vijay S V</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

**Dear Goli Veera Prabhakara Madhu Sanketh**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

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#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

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You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



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### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

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You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Goli Veera Prabhakara Madhu Sanketh</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Sagili Sujith Reddy**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Sagili Sujith Reddy</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

## Thrillophilia Offer Letter & Employment Agreement

### **Congratulations Subrath S**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Subrath S** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Subrath S**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.



## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.



## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Subrath S**

Date: 05/03/2022

A green ink signature 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.

## Thrillophilia Offer Letter & Employment Agreement

### Congratulations **Abhishek Singh**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Abhishek Singh** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Abhishek Singh**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

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## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

(1) on the date of service, if served personally on the party to whom notice is to be given, or

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Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Abhishek Singh**

Date: 05/03/2022

A green handwritten signature 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.



## Thrillophilia Offer Letter & Employment Agreement

### **Congratulations Devaraj**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Devaraj** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Devaraj**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

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### 6. Incentives

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**Agreed to and Accepted by :**

**Devaraj**

Date: 05/03/2022

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## Thrillophilia Offer Letter & Employment Agreement

### Congratulations Akash Kotla D

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Akash Kotla D** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

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The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive



and

**Akash Kotla D**

Signature -

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Expenses on phone, travel, or anything else for company purposes will be reimbursed.

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This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Akash Kotla D**

Date: 05/03/2022

A green ink signature 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.

**Date :16th Dec 2021**

**Dear Pasupuleti Venkata Vamsi**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : [hr@mycaptain.in](mailto:hr@mycaptain.in)  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Pasupuleti Venkata Vamsi</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Devarinti Siva Reddy**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : [hr@mycaptain.in](mailto:hr@mycaptain.in)  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

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Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Devarinti Siva Reddy</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Lohithashwa S G**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in  
Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.



Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Lohithashwa S G</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

## Thrillophilia Offer Letter & Employment Agreement

### Congratulations Hariteja R

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Hariteja R** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Hariteja R**

Signature -

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.



## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.



## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Hariteja R**

Date: 05/03/2022

A green handwritten signature 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.

**Date :16th Dec 2021**

Dear **Amogha**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

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This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

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You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.



You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Amogha</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

Apr 02, 2022

**Mr. Mukunda Reddy P**  
**201810100456@presidencyuniversity.in**  
Candidate Id: CN20220864

Dear Mukunda Reddy P,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Mukunda Reddy P	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. G Bharath Kumar Reddy**  
**201810100253@presidencyuniversity.in**  
Candidate Id: CN20220865

Dear G Bharath Kumar Reddy,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. G Bharath Kumar Reddy	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Bandaru Rajashekar**  
**201710100285@presidencyuniversity.in**  
Candidate Id: CN20220866

Dear Bandaru Rajashekar,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Bandaru Rajashekar	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



Apr 02, 2022

Mr. Sudeep S  
201810100720@presidencyuniversity.in  
Candidate Id: CN20220867

Dear Sudeep S,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Sudeep S	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Mohammed Saad**  
**201810100441@presidencyuniversity.in**  
Candidate Id: CN20220868

Dear Mohammed Saad,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Mohammed Saad	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Ms. Meghana U**  
**201810100423@presidencyuniversity.in**  
Candidate Id: CN20220869

Dear Meghana U,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Ms. Meghana U	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

## Offer Letter

**Mr. Venkatesh B T**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Venkatesh B T,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR





## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
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Gurgaon, Haryana 122002

**contact**

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connect@sunstone.edu.in



## Offer Letter

**Mr. Chaitanya N**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Chaitanya N,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

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REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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## Offer Letter

**Mr. Guttikonda Sai Venkat Ram**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Guttikonda Sai Venkat Ram,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
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  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
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  - (g) PAN Card

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- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

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REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

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Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

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Apr 02, 2022

**Mr. E Hanok Chakravarthy**  
**201710100365@presidencyuniversity.in**  
Candidate Id: CN20220870

Dear E Hanok Chakravarthy,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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



Annexure I: Annual Compensation Structure			
Name	Mr. E Hanok Chakravarthy	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. D Hameed Jaffar  
201810100207@presidencyuniversity.in  
Candidate Id: CN20220871

Dear D Hameed Jaffar,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. D Hameed Jaffar	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. S Rakesh Reddy**  
**201810100689@presidencyuniversity.in**  
Candidate Id: CN20220872

Dear S Rakesh Reddy,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. S Rakesh Reddy	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. Dhanush N  
201710100962@presidencyuniversity.in  
Candidate Id: CN20220873

Dear Dhanush N,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Dhanush N	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. Suhas L  
201810100722@presidencyuniversity.in  
Candidate Id: CN20220874

Dear Suhas L,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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



Annexure I: Annual Compensation Structure			
Name	Mr. Suhas L	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Syed Riyaz Ashraf Khadri**  
**201710100879@presidencyuniversity.in**  
Candidate Id: CN20220875

Dear Syed Riyaz Ashraf Khadri,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Syed Riyaz Ashraf Khadri	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. Dixith K  
201810100203@presidencyuniversity.in  
Candidate Id: CN20220876

Dear Dixith K,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Dixith K	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. Afshan Khan  
201710100198@presidencyuniversity.in  
Candidate Id: CN20220877

Dear Afshan Khan,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Afshan Khan	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



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

**Offer Letter**

Date: 07/07/2022

**To**

**Manish Kumar**

Employee Code: \_PS0419

Dear Manish,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Date :16th Dec 2021**

Dear **Ravi Kumar K**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any



further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Ravi Kumar K</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Sami Ul Arfaath**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.



## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any



further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.

You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Sami UI Arfaath</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

Apr 02, 2022

Mr. G Saikumar  
201810101816@presidencyuniversity.in  
Candidate Id: CN20220878

Dear G Saikumar,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. G Saikumar	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. K Krishna Swamy**  
**201710101005@presidencyuniversity.in**  
Candidate Id: CN20220879

Dear K Krishna Swamy,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. K Krishna Swamy	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Ms. Soumya T  
201810101860@presidencyuniversity.in  
Candidate Id: CN20220880

Dear Soumya T,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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



Annexure I: Annual Compensation Structure			
Name	Ms. Soumya T	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Mohammed Nasir**  
**201810101834@presidencyuniversity.in**  
Candidate Id: CN20220881

Dear Mohammed Nasir,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Mohammed Nasir	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

Mr. BharathS  
201610100492@presidencyuniversity.in  
Candidate Id: CN20220882

Dear BharathS,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. BharathS	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**

Apr 02, 2022

**Mr. Sandeep Kumar**  
**201711101138@presidencyuniversity.in**  
Candidate Id: CN20220883

Dear Sandeep Kumar,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

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

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

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

Annexure I: Annual Compensation Structure			
Name	Mr. Sandeep Kumar	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

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

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**

**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

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

**Name & Signature of the candidate with date of acceptance**



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

**Offer Letter**

Date: 07/07/2022

**To**

**M Samyukthaa**

Employee Code: \_PS0420

Dear Samyukthaa

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

  
REGISTRAR  




Annexure – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

**Offer Letter**

Date: 07/07/2022

To

**Meti Jayavardhan Varaprasad**

Employee Code: \_PS0421

Dear Varaprasad,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2022**. You will be working from home. Shift timings will be 09:30am to 06:30pm

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

A handwritten signature in green ink 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 – A

**Emoluments can be bifurcated as under:**

<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
<b>Gross Salary</b>	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		590400

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

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

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



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

**1. Secrecy/Confidentiality:**

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

**2. Annual Leave:**

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

**3. Termination of Service:**

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

**4. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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



Signature

Date

*Sanna*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer Letter

**Mr. Kota Revanth Reddy**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Kota Revanth Reddy,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

**+91 8860 22 34 56**  
**+91 8800 92 08 08**

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR





- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

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+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

REGISTRAR



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deduc ons</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deduc ons</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
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+91 8800 92 08 08

www.sunstone.edu.in  
connect@sunstone.edu.in



**Date :16th Dec 2021**

Dear **Mahendra M**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

#### **Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in  
Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any



further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.



You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Mahendra M</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**Date :16th Dec 2021**

Dear **Rithik Krishnan K**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

Email : hr@mycaptain.in  
Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any



further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.



You agree that any rights, title and interest whatsoever, including, but not limited to, patent, copyright, trade secret and design rights, mask rights, whether registered or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to the Company and its affiliates upon inception of development.

All Work Products shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and you agree not to challenge the validity of the Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results that proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to MyCaptain or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against MyCaptain and its affiliates and their employees, contractors or clients with respect to such rights and grant to MyCaptain and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub licensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company as its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you. You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. The Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you.

We hope you have a great learning experience with us and grow in the process of this role.

<b>Annexure</b>			
<b>Name</b>	<b>Rithik Krishnan K</b>		
<b>Designation</b>	<b>Business Operations Executive</b>		
<b>Department</b>	Operations		
<b>Job Location</b>	Bengaluru,Karnataka		
<b>A.</b>	<b>Fixed Components</b>	<b>INR(p.m)</b>	<b>INR(p.a)</b>
1.	Basic Salary	15000	180000
2.	HRA	6000	72000
3.	Special Allowance	6000	72000
<b>B.</b>	<b>Variable Components</b>		
	Annual Variable Cash		126000
<b>C.</b>	<b>Deductions</b>		
	Professional Tax	200	2400
	PF Employee	1800	21600
	<b>Gross Deduction</b>	2,000	24000
<b>(A+B)-C</b>	<b>Cost to Company</b>		450000
<b>A-B</b>	<b>Net Salary Pay</b>	25000	300000

**OL No: TN823****28 December 2021**Dear **Disha Dechamma M 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: **21 January 2022 to 30 January 2022**OJT Start Date: **31 January 2022**OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_

**OL No: TN825**

**28 December 2021**

Dear **Yeruva Sreenu**

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: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

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 **21 January 2022**.

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

(Candidate's Signature)

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

## 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: \_\_\_\_\_

## 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.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

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: \_\_\_\_\_



## Thrillophilia Offer Letter & Employment Agreement

### Congratulations Srishu Y S

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Srishu Y S**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Srishu Y S**

Signature -

*Srivani*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Srishu Y S**

Date: 05/03/2022

A green ink signature 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.

**Date :16th Dec 2021**

Dear **Mukesh Meenan C**

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore under the following terms and conditions-

**Role: Business Operations Executive**

Location: Bangalore ,India

Compensation :We confirm offering annual compensation of INR **4,50,000/-**(Four Lakh Fifty thousand only) comprising INR **3,24,000/-** (Fixed Component) & variable component of INR **1,26,000/-**

**Probation**

You will be under probation for a period of 90 days (3 months) from the date of joining and will be made a confirmed employee after a review of your performance during the probationary period.

**Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



**Anush Ramachandran**  
**Senior HR Manager**



Climber Knowledge & Careers Pvt Ltd  
3rd Floor, Classic Arena, Hosur Road  
AECS Layout - A Block, Singasandra  
Bengaluru, Karnataka 560068  
CIN: U93000MH2016PTC273870

✉ Email : hr@mycaptain.in  
☎ Phone: +91 9513987661

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Print Name

Signature

Date

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## ANNEXURE

### TERMS OF EMPLOYMENT

Your employment for MyCaptain will be governed by Company's policies, as modified, from time to time and at Company's sole discretion. The terms and conditions contained herein ("Terms of Employment") must be read as part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time.

#### Effectiveness

This agreement shall become effective on the commencement of your employment with the Company.

The Company reserves the right to withdraw the offer made to you even after the acceptance of such an offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company. The start date of your employment at MyCaptain will be informed by the company.

You are requested to abide by guidelines and regulations of the office and required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.

During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interests of the company and carry out all duties and responsibilities assigned to you and shall comply with all lawful orders and directions given to you by the Management.

#### Probation

You will be on probation for a period of Ninety(90 days) from the date of commencement of employment with the company. While on probation the company may terminate your services by providing one (1) month's notice in writing. The company reserves the right to extend your probation beyond ninety(90 days) due to performance or behaviour issues. Your probation period will expire after a period of ninety (90 days) after your effective start date unless otherwise communicated by the company. If you desire to resign from employment during the probation period, you shall provide the company Thirty(30) days of prior written notice with reasons for such a resignation.

Your salary during the probation period shall be **INR 18,000 plus incentives**, comprising INR 15,000 (Fixed Component) & INR 3,000 (Variable Component) .

### Hours of Work

A working day will comprise 9 hours which is inclusive of a break of 1 hour. Your working hours will be 11.30 am to 8.30 pm Monday to Saturday. In view of your position in the company, you will effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever it is required. The company may also introduce staggered work shifts from time to time. You are requested to make changes to your work timings to accommodate these changes.

### Salary and Benefits

Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective department as detailed below.

Your compensation will be reviewed on an yearly basis and any salary increase will depend on various factors including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the salary payable to its employees for successive years and such compensation may be higher or lower than the salary received for the previous year depending on various factors, including the overall performance of the Company. The Company may, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The salary and/or benefits offered to you by the Company may be pro-rated depending upon your effective start or effective termination date.

### Leave

You will be eligible for 30 days of Annual leave as per the company's leave policy, prorated from your date of joining. During the probation of 90 days and subsequent extension of probation you are not eligible for any leaves. All employees are eligible for holidays as per the holiday calendar published for the year. The Leave Policy may be amended from time to time as per the discretion of the Company.

## Notice Period and Termination of Services

Your services may be terminated by your giving one months' notice to the company or the company giving you one month's notice in writing. However, in a situation where a written undertaking is given by you to serve the Company for a specified period of time, the applicable notice period from your end to terminate the appointment will be as per the written undertaking given. Notice pay and any other outstanding, which may be due from you, will be deducted from Company dues payable to you on separation / and recovered from you as the case may be. During your notice period you are not entitled to leave. In case leave is granted for any emergency, this may result in extension of the notice period if the situation demands it. Company may terminate your employment immediately, with or without notice, on the occurrence of your: a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or c. Involvement in any act of moral turpitude.(the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. (v) any activity leading to loss of business. d. Prolonged incompetent delivery of duties and responsibilities as judged by the Company. Upon termination or expiration of your employment, for any reason, or as otherwise requested by the Company, you will return to the Company a. Any property belonging to the Company such as laptop, desktop, SIM card, mobile phone, access card or other devices with details of any passwords or user ids installed therein. b. All confidential information and work product, including any documents and information, of whatever form or intangible, in your possession, together with copies, notes or summaries of such documents. Upon termination or expiration of your employment, all amounts due or payable from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing. The Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you. The Company may be, at its sole discretion, entitled to withhold your relieving letter and all other documents regarding your employment hereunder. Any termination of employment or these Terms of Employment by Company shall be without any

further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

### **Non-Disclosure Agreement**

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to “source code”, “graphical assets”, “source repositories”, “technical documentation”, “development binaries”, “company internet accounts”, etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

### **Non-Compete and Non-Solicitation**

The Employee undertakes, agrees and covenants with the Company that for a period of 6 (Six) months from the termination/ expiry of this contract, as the case may be (“Non-Compete Period”), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. During this Agreement and for a period of 6 months following the termination of this Agreement, you shall not (i) induce or attempt to induce any employee of MyCaptain to terminate, or in any way interfere with, the relationship between MyCaptain and any employee thereof, or (ii) hire directly or through another entity any person who was an employee of MyCaptain at any time during the term of this Agreement.