

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### 14. Retirement

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

#### 15. Conditions

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

#### 16. Rules of the company in force and governing law

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

#### 17. Leave Entitlement

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



## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Rahul N

### **Appointment: Business Development Associate**

Dear Rahul N,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.



## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### **14. Retirement**

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

#### **15. Conditions**

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

#### **16. Rules of the company in force and governing law**

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

#### **17. Leave Entitlement**

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



## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>• Professional / Educational Certificates.</li><li>• Payslip of Last 3 Months of previous employment (if applicable).</li><li>• Relieving Letter from Previous Served Company (if applicable).</li><li>• Graduation Certificate.</li><li>• Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Nithin More R

### **Appointment: Business Development Associate**

Dear Nithin More R,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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

### 3. Probation

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

### 4. Hours of work

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### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.



## 6. Notice Periods

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## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### **14. Retirement**

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

#### **15. Conditions**

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

#### **16. Rules of the company in force and governing law**

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

#### **17. Leave Entitlement**

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



## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Shirisha Vallipi

**Appointment: Business Development Associate**

Dear Shirisha Vallipi,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### 1. Title and duties- Business Development Associate

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

### 2. Place of work

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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



2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### 14. Retirement

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

#### 15. Conditions

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

#### 16. Rules of the company in force and governing law

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

#### 17. Leave Entitlement

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>• Professional / Educational Certificates.</li><li>• Payslip of Last 3 Months of previous employment (if applicable).</li><li>• Relieving Letter from Previous Served Company (if applicable).</li><li>• Graduation Certificate.</li><li>• Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



## OFFER LETTER

Date : 05-Jan-2023

Sandeepkumar M Angadi

**Appointment: Business Development Associate**

Dear Sandeepkumar M Angadi,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### 1. Title and duties- Business Development Associate

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

### 2. Place of work

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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



## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify



the Company of any changes in your personal information within three (3) working days of such change being effective.

#### **14. Retirement**

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

#### **15. Conditions**

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

#### **16. Rules of the company in force and governing law**

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

#### **17. Leave Entitlement**

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Neha Kadolkar

### **Appointment: Business Development Associate**

Dear Neha Kadolkar,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01-2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.



## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### 14. Retirement

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

#### 15. Conditions

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

#### 16. Rules of the company in force and governing law

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

#### 17. Leave Entitlement

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_



## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Noorain Saba

### **Appointment: Business Development Associate**

Dear Noorain Saba,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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



## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### **14. Retirement**

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

#### **15. Conditions**

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

#### **16. Rules of the company in force and governing law**

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

#### **17. Leave Entitlement**

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Manoj V

**Appointment: Business Development Associate**

Dear Manoj V,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### 1. Title and duties- Business Development Associate

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

### 2. Place of work

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



### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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

2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### 14. Retirement

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

#### 15. Conditions

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

#### 16. Rules of the company in force and governing law

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

#### 17. Leave Entitlement

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



## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

## OFFER LETTER

Date : 05-Jan-2023

Dinesh M

### **Appointment: Business Development Associate**

Dear Dinesh M,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01-2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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



2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### 14. Retirement

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

#### 15. Conditions

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

#### 16. Rules of the company in force and governing law

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

#### 17. Leave Entitlement

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





PRICE "LESS" FASHION  
**OFFER LETTER**

VMART/HR/OFFER/13-April-2023

Date: 13-April-2023

**Mr. Vishal Antony**

Dear Vishal,

This has reference to your application date and subsequent interview you had with us, for the position of "**Management Trainee-Store Operations**" in our organization. We are pleased to confirm the offer of employment for the position of "**Management Trainee- Store Operations**" on terms and conditions mutually discussed and agreed.

Further your employment in the firm is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. In the event that such verification or background check reveals any discrepancy, your services are liable to be terminated forthwith without any notice or compensation.

Your salary structure is documented in annexure attached with this letter.

On joining you will be required to furnish the following documents:

- Latest Passport size photograph (3Nos.).
- Birth Certificate / School Leaving Certificate showing date of birth.
- Aadhar Card.
- Educational Qualification Certificates.
- Service Certificates of your previous jobs.
- Relieving letter and Experience Certificate from your present employer.
- Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before **17-April-2023** and we shall appreciate your confirmation of acceptance of the above offer within "5" days from receipt and Non-acceptance before the stipulated date shall make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

Vishal Antony

**V-MART RETAIL LTD.**

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)  
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in

Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



PRICE "LESS" FASHION

Name	VISHAL ANTONY		
Designation	Management Trainee-Store Operations		
Location	Tamil Nadu/Kerala		
Salary Components		Monthly	Annual
Base salary	Basic	15,000	1,80,000
	HRA	7,500	90,000
	Uniform Allowance	250	3,000
	Other Allowance	2,050	24,600
<b>Total Gross Salary (A)</b>		<b>24,800</b>	<b>2,97,600</b>
Statutory and other benefits	PF Employer Share	1,950	23,400
	Bonus/Ex-gratia(Approx.) (As per applicable Law)	1,250	15,000
	Health Insurance	500	6,000
	Gratuity	721	8,654
<b>Total Statutory and other benefits (B)</b>		<b>4,421</b>	<b>53,054</b>
<b>Total CTC (A + B + C)</b>		<b>29,221</b>	<b>3,50,654</b>

Yours faithfully,

Debanjan Ray

EMPLOYEE ACCEPTANCE

\_\_\_\_\_

Vishal Antony

V-MART RETAIL LTD.

CIN- L51909DL2002PLC163727

Corporate Office : Plot No. 862, Udyog Vihar, Industrial Area Phase V, Gurgaon - 122 016 (Haryana)  
Tel. : 0124-4640030, Fax No. : 0124-4640046 Email : info@vmart.co.in Website : www.vmart.co.in  
Registered Office : 610-611, Guru Ram Dass Nagar, Main Market, Opp. SBI Bank, Laxmi Nagar, New Delhi - 110092



## OFFER LETTER

Date : 05-Jan-2023

Vivek B

### **Appointment: Business Development Associate**

Dear Vivek B,

At the outset, we welcome you to **Skillvertex** and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **01st-May-2023**, subject to the following terms and conditions. This offer of appointment is valid until **10-01- 2023** for acceptance. If we do not hear from you by **10-01-2023** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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

### **2. Place of work**

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



### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs and Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs and Forty Thousand only)** subject to achievement of input and output parameters in accordance with the Company's customary payroll practices.
- ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

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

## 7. Termination and suspension

1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:
  - i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;
  - ii. are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the Company;
  - iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
  - iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to bring you or the Company into disrepute;
  - v. are convicted of any crime involving moral turpitude; vi. are in breach any of the Company's policies and procedures;
  - vi. Willfully cause damage to Company property.

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



2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
  - i. not to enter any premises of the Company; and/or
  - ii. to refrain from business contact with any customers, clients or other employees of the Company.
3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.
4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## 8. Restraint on activities

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

## 9. Post Termination

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

## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify

the Company of any changes in your personal information within three (3) working days of such change being effective.

#### **14. Retirement**

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

#### **15. Conditions**

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

#### **16. Rules of the company in force and governing law**

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

#### **17. Leave Entitlement**

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

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

Signature: \_\_\_\_\_

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_

## ANNEXURE

S. No.	PARTICULARS
1.	<ul style="list-style-type: none"><li>Professional / Educational Certificates.</li><li>Payslip of Last 3 Months of previous employment (if applicable).</li><li>Relieving Letter from Previous Served Company (if applicable).</li><li>Graduation Certificate.</li><li>Other relevant educational certifications.</li></ul>
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

04-Apr-2023

Ms. Vaishnavi Patil

C/O: Malagouda Patil KHAN HOUSE, CTS  
NO 77, PLOT NO 45  
SHVLINGESHWAR COLONY  
SARATI NAGAR, BAUXITE ROAD  
NEAR KEB PLANT  
Belgaum Doordarshan Nagar

01vaishnavipatil@gmail.com  
+917349716955

Dear Vaishnavi,

Congratulations, pursuant to the discussions we had with you, we are pleased to offer you the position of **Management Trainee** at **Varthana ("Varthana Finance Private Limited")** and your initial location of posting shall be **Bangalore**. Your employment will commence on or before **10-Apr-2023** or such other date as may be mutually agreed.

We are very excited to have you be part of our journey and hope that, through your tenure at Varthana, you will get a chance to achieve your career objectives. This letter and the attached terms of employment provide the details of the offer and outlines the general terms of employment with the Company.

Your gross annual Cost to Company (CTC) will be **Rs. 350,000/- (Rupees Three Lakhs Fifty thousand Only)**. The details of break up are as Annexure 1. You will also be eligible for a performance bonus which will be structured in accordance with the Company's policies.

Your offer of employment will be subject to the terms and conditions of employment and to satisfactory reference and background check. **This document will be the official appointment letter on acceptance.**

This offer is valid for a period of 7 days from the date mentioned above. Please sign and return to us a copy of this letter and the attached terms of employment, with your signature on each page, indicating your acceptance of this offer.

We believe you have a successful career ahead and we look forward to you joining us.

For Varthana Finance Private Limited,



Chandra Kumar CS  
Head – Team Transformation

## Registered Office:

Varasiddhi, 3rd Floor, 5 BC-110 Service Road, 3rd Block, HRBR Layout, Bangalore 560 043

☎ 080-68455777 | ✉ care@varthana.com | 🌐 www.varthana.com

CIN: U65923KA1984PTC096528





# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Terms of Employment

The terms and conditions of your employment with **Varthana ("Varthana Finance Private Limited")** is effective from the date of joining and includes those terms and conditions required to be given to you in writing in accordance with applicable laws in India.

### 1. Assignment of Duties:

- 1.1. You are employed in the position of "**Management Trainee**". The roles and responsibilities appropriate to your employment, will be specified by the Company from time to time. You are required to perform such duties for the Company as may be designated by the Company and which are reasonably consistent with your position, and to devote your whole working time and attention to your duties.
- 1.2. You will be initially being posted at our **Registered / branch Office at**  
**Head Office, Varthana Head Office, Varasiddhi, 3rd Floor, No. 5BC-110 Service Road, 3rd Block, HRBR Layout, Bengaluru, Karnataka, India 560043.**
- 1.3. Your services can be transferred/ deputed from one job to another, one shift to another, from one department to another from one company to another subsidiary/ sister company/ affiliate in a group anywhere in India and abroad whether existing or likely to come into existence at any time in future. In such a case, you will be governed by the policies, regulations & orders of the establishment to which you have been transferred to, in case such establishment you transferred is a new establishment, you will be governed by terms & conditions of services which shall be introduced subsequently.
- 1.4. During the course of employment, you may also be required to undertake short-term business travel. you will also be required to undertake travel within India or abroad on company work and you will be paid travel expenses for this as per the company's travel policy.

### 2. Probation:

Your probation period will be for six months, and will be confirmed in writing after due evaluation of the probation period. The notice period during the probation period will be 30 days.

### 3. Working hours:

- 3.1. Your working hours will be governed by applicable law and it is the sole discretion of the company to revise the same from time to time. You will be governed by the working hours and holidays normally applicable as per policy for the location you are assigned to.
- 3.2. Because of frequent association with projects and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

### 4. Leaves & Holidays:

- 4.1. You will be entitled to leaves and holidays as per the attendance and leave policy of the company (refer Employee Manual).
- 4.2. All leaves of absence shall require prior sanction/ approval of the sanctioning authority. In case of leave taken under unforeseen circumstances, for which prior approval is not possible, immediate information through mail, SMS or telephone will be required to be sent to the sanctioning authority. In case you fail to do so, the Company will be right to take disciplinary action against you as deemed necessary and fit

### 5. Medical Fitness:

You are required to declare that your existing health condition or medical history does not in any manner deem you unfit for the nature of work for which you are being offered. In event of any deviation to the same, the organization reserves the right to terminate your services. The organization reserves the right to ask you to undergo any medical test, as deemed necessary as per needs of business.

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CIN: U65923KA1984PTC096528



## 6. Retirement:

You will retire from the services of the company on attaining the age of 60 years, or earlier, for physical or mental disability or infirmity or in case of your contracting a disease which is infectious or contagious and detrimental to others health or for continued ill health, duly certified by the registered medical practitioner as prescribed by the company.

## 7. Relinquishment of services:

In case you absent yourself from the duty continuously for 7 days or more without prior permission/sanction, you shall be deemed to have left and relinquished the service on your own and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you. The company reserves the right to take disciplinary action as deemed necessary.

## 8. Deduction in Salary:

- 8.1. Your salary will be paid on a monthly basis in arrears less any statutory, standard or permissible deductions or set-offs applicable to your employment.
- 8.2. You agree that the Company may at any time deduct, from your salary or any other benefit payable to you, any sum including any overpayment of salary, which in the reasonable opinion of the Company you owe to it whether by reason of any default on your part or otherwise at the time such deduction is made.

## 9. Confidentiality:

- 9.1. Either during or after your employment, you shall not disclose to any person or entity any confidential information or trade secrets without the prior written consent of the Company. You shall read and abide by the conditions of **Non-Disclosure Agreement** signed by you with the Company.
- 9.2. Any intellectual property as well as any portion thereof developed by you during your employment with the Company, shall be the sole property of the Company from date of creation thereof, and you hereby assign to the Company worldwide rights in respect of such intellectual property, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.
- 9.3. Any and all information related to existing and potential customers, 'personal information' / 'personal data', whether belonging to Company's employees, partners, vendors or customers, or customers of such partners, any activities of the Company or corporate strategies and other proprietary material are confidential and shall not be shared with any unauthorized person/ organization during the course of employment or after termination of contract.

## 10. Conflict of Interest:

- 10.1. During the tenure of your employment, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or a vocation, or honorary work anywhere, (whether or not such employment is paid), directly or indirectly without prior permission of the Company. Contravention of this condition will entail termination of your services with the Company without any notice.
- 10.2. You warrant that your employment with the Company will not violate or otherwise conflict with any agreement to which you are or have been a party to.
- 10.3. This offer is contingent upon your full and complete disclosure to the Company of any and all agreements with any prior employer, clients, principals, partners or other third party or entity, which would in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer.
- 10.4. You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by or related to your breach of any of the terms of employment or Company policies

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## 11. Separation:

- 11.1. Either party may terminate this employment after giving a notice of 90 days. Upon the Company giving you 90 days notice of termination, the Company shall pay gross salary in lieu of notice.
- 11.2. Notice Period has to be served in full and no leaves can be adjusted against the notice period.
- 11.3. The company holds the right to with-hold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.
- 11.4. However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this terms of employment, your employment will automatically come to an end without notice when you attain the normal retiring age, as set out clause 6 above.

## 12. Termination Without Notice:

Your employment may be terminated by the Company without notice under any of the following clauses,

- 12.1. If you become of unsound mind.
- 12.2. If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.
- 12.3. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under these terms of employment.
- 12.4. If you persistently fail or neglect to carry out your duties under these terms of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the Company relating to your conduct and/or performance.
- 12.5. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the Company or any Group Company into disrepute or otherwise to prejudicially affect the interests of the Company or any Group Company.
- 12.6. If you are convicted of any criminal offence.

## 13. Restriction following Separation or Termination:

- 13.1. The termination of your employment will not invalidate or affect any claim, which the Company may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the Company has breached any other terms of your employment.
- 13.2. On communication of the termination / resignation of your employment with the Company, you will immediately give up to the Company before you are relieved all documents of the Company including, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks, materials, equipment and other property of the Company or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof
- 13.3. On termination of your employment, you shall resign without compensation for loss of office from such offices held by you in the Company and any of the Group Companies and from any other offices you may hold as nominee or representative of the Company or any Group Company.

## 14. Non-Solicitation of employees & Customers:

You agree that during the term of employment with Company and for a period of two (2) years thereafter immediately following the termination of employment with Company for any reason, whether with or without cause, you shall not:

- 14.1. Directly or indirectly solicit, induce, recruit or encourage any of the employees of Company, its subsidiaries, affiliates or any shareholders of Company, to leave their employment, or join any other employment or undertake any other activity other than their employment with Company.
- 14.2. Take away any clients or customers of Company, its subsidiaries or affiliates or attempt to solicit, induce, recruit, encourage or take away clients or customers of Company its subsidiaries or affiliates, either for yourself or for any other entity.

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CIN: U65923KA1984PTC096528





- 14.3. Join the services or be associated with any former employee of Company who is undertaking any activity competing with the business of Company in any organization or any of its subsidiaries
- 14.4. Undertake and shall ensure that all business opportunities known to the employee or made known to him/her at any time, with respect to and/ or connected with the business of Company are referred to Company and shall be undertaken in any other entity only with the prior written consent of Company.
- 14.5. Any questions in this regard, shall be determined by the Company at its sole discretion. The employee hereby agrees that the decision of the Company in this regard shall be final and binding.

## 15. Non-Compete clause:

- 15.1. For a period of one (1) year immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, employ in or engage with "School financing business" (see clause 15.2) with any other competitor or potential competitor organization of Varthana in the market.
- 15.2. The school financing business includes all companies competing or planning to compete in Varthana's market who are providing same or similar products/solutions as that of Varthana and also includes similar line of business of any other non-competing companies

## 16. General Terms:

- 16.1. Your appointment is based on your representation regarding your qualification and experience during your interview which company had relied upon. The company reserves the right to conduct your reference/ background check/ criminal verification/CIBIL verification/ drug check at any point before or after your formal joining with the organization. You authorize the organization to use your personal and official details for any internal purpose as required by the company to meet its reasonable and fair business needs.
- 16.2. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder. The Company reserves the right to withdraw this offer of employment without any obligation whatsoever; in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.
- 16.3. Your employment shall be subject to a satisfactory background check conducted by Company or any other authorized organization. In case of an unsatisfactory/ negative report received from the background check, this offer will get automatically revoked or appointment will be terminated. Your acceptance of the offer will be considered as consent for your background verification check.
- 16.4. This employment offer letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this letter. Disputes, if any, arising in the context of this offer letter shall be resolved by arbitration by a sole arbitrator appointed by the company in accordance with the Arbitration and Conciliation Act of 1996. The place of proceedings will be Bangalore.

## 17. Changes

- 17.1. Your employment will be governed by the Company's policies, as modified from time to time and at the Company's sole discretion, upon notice to you. The terms and conditions contained in this document ("Terms of Employment") must be read as a part of all of the Company's current policies.
- 17.2. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and perquisites which are applicable to you. Further, the Company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies at its sole discretion.

For Varthana Finance Private Limited,



**Chandra Kumar CS**  
Head – Team Transformation

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# VARTHANA FINANCE PRIVATE LIMITED

Formerly known as Thirumeni Finance Private Limited

## Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the .....day of.....

Signature: \_\_\_\_\_

Name :

Date :

Location :



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## Annexure 1 Detailed Salary Break up

Employee Name	Ms.Vaishnavi Patil	Designation	Management Trainee
---------------	--------------------	-------------	--------------------

Particulars	Per Month (in Rs.)	Per Annum (in Rs.)
Basic Salary	11,667	140,000
House Rent Allowance	4,667	56,000
Statutory Bonus	2,333	28,000
Special Allowance	8,139	97,666
<b>Total Salary Component - A</b>	<b>26,806</b>	<b>321,666</b>
Employer Contribution on Provident Fund	1,800	21,600
Gratuity Contribution	561	6,734
<b>Total Statutory Benefits - B</b>	<b>2,361</b>	<b>28,334</b>
<b>Total CTC(A+B)</b>	<b>29,167</b>	<b>350,000</b>

### Please Note:

- You will be eligible for Annual Performance Bonus beyond the above-mentioned fixed CTC. Annual Performance Bonus is paid out at the end of the year as per annual bonus policy and is not guaranteed.
- You will be covered by the Group Secure and Group Care insurance scheme of the company
- You will be eligible for Gratuity in line with the 'Payment of Gratuity Act' at the time of separation from the Company
- Income tax, ESI, Professional Tax and Provident Fund deductions will be made in line with the State and Central Acts (only if applicable)

For Varthana Finance Private Limited,




**Chandra Kumar CS**  
Head – Team Transformation

### Registered Office:

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CIN: U65923KA1984PTC096528



## Offer Letter

Date: **09-06-2023**

Sub: Offer Letter

Dear **Monika P,**

**Congratulations! You have been selected.**

We are pleased to inform you that you will be deployed at our Client **Practo Technologies Private Limited**. We are delighted to make you the following job offer.

The position offered to you is that of a **HR Executive** at **Monthly Take Home Salary** of **Rs. 24534.00**. Your job location will be **Bangalore**

You will be on contract for a period of **12** months. The contract period may be extended at the sole discretion of the management.

You would be required to join as early as possible but not later than **09-06-2023**. If you do not join your duty on the said date, this offer of appointment shall be treated as cancelled, unless the extension of the said date for joining is agreed upon by us.

**Documents need to be uploaded on MyHR-BetterPlace Select App. (<https://myhr-aj.app.link/IYPhcwJnKV>)**

Go to Play Store and download the MyHR-BetterPlace Select App from there. If you face any issues, report it on the app.

Following documents have to be uploaded for further process:

1. Aadhaar Card (Mandatory)
2. Bank Account Proof (Mandatory)
3. Passport Size Photo (Mandatory)
4. Photocopy of PAN Card
5. Details of Family
6. Details of Permanent and Present Address

We are confident you will be able to make a significant contribution in the success of our Client **Practo Technologies Private Limited** and look forward to working with you.

Please click on the "Accept" button to download the app and upload your KYC documents in order to get your Appointment Letter.

**Yours faithfully,**



**BetterPlace Select** (by Aasaanjobs Pvt Ltd)



## Offer letter Infinity Research

NITEESH <NITEESH.20212MBA0455@presidencyuniversity.in >

Tue 5/2/2023 03:10 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Niteesh Gowda S.pdf;

Hi Niteesh Gowda S,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you will not be entitled for contract fees. A written communication will be given if the contract is extended.
- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.



- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

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## Offer letter Infinity Research

SAFWAN <SAFWAN.20212MBA0557@presidencyuniversity.in >

Tue 5/2/2023 04:31 PM

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

📎 1 attachments (84 KB)

Annexure - Contract - Safwan T S.pdf;

Hi Safwan T S,

We are pleased to take you on contract with Infiniti Research Marketing Solutions India Private Limited. The following confirms the contract details: -

- **Start Date of Contract: On or before 3<sup>rd</sup> Apr 2023**
- **Designation: Research Associate**
- **End Date of Contract:** 30<sup>th</sup> Sep,2023
- **Location:** Infiniti Research Marketing Solutions India Private Limited, Cessna Business Park, Embassy Signet, 1<sup>st</sup> Floor – left wing, Kadubeesanahalli, Bangalore – 560087.
- **Working Days and Hours:** Monday to Friday, 09:00 am to 06:00 p.m. (may vary as per project requirements)
- **Contract Fees:** A total fee of Rs. 300,000 PA. TDS, PF and ESI will be applicable on the contract fee as per statutory compliance.
- **Notice Period:** You may terminate your employment with the company by providing a notice of 15 calendar days. The notice should be given in writing and the 15 days period will start from the date of receipt of the written notice by the company from you.
- **Breach of Contract:** In case of discontinuation of the contract, you will not be entitled for contract fees. A written communication will be given if the contract is extended.
- **Leaves:** You will be entitled to 1 paid leave per month during the contract period.
- **Benefits:** You will not be entitled to any other benefits during the contract period.

  
REGISTRAR  


- Addendum: Will be applicable during this contractual period.

We look forward to having you in our team. Please indicate your acceptance of this contract by acknowledging the mail.

Regards,

Rahul Rai II Assistant Manager -Talent Acquisition II

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## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Likhitha G**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE  
Page 1 of 4

**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

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



# Muthoot Finance

Ref: HRD PL/03019/2028

28-March-2023



To,

**Miss. Pooja A,**  
No.6 2nd Main Road, 5th Cross  
Prakashnagar, Bangalore, Karnataka,  
560021

Dear Pooja,

## Sub: Employment Offer

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

Thank you for choosing Muthoot Group for building your career.

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

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

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

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

### **MUTHOOT FINANCE LIMITED,**

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

With Warm Regards,  
For Muthoot Finance Ltd

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

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

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

**Corp. Office South:** Plot No. 90, Kacharakanahalli, Kariyanapalaya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 084, Karnataka, India  
Phone: +91 080 2548 9950

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

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

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

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



## Annexure: 1

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

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



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Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



## Annexure: 2

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

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

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



#### Muthoot Finance Ltd.

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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance





# Muthoot Finance

Ref: HRD PL/03020/2029

28-March-2023



To,

**Mr. Kabilan A,**  
No.5 Vigneshwara Nilayam, 3 B Cross,  
Gokula Layout, Devasandra, K R Puram,  
Bangalore, Karnataka, 560036

Dear Kabilan,

## Sub: Employment Offer

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

Thank you for choosing Muthoot Group for building your career.

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

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

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

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

### **MUTHOOT FINANCE LIMITED,**

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

With Warm Regards,  
For Muthoot Finance Ltd

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

Authorized Signatory

Enclosed: Annexure 1 and Annexure 2

Page 1 of 3

### **Muthoot Finance Ltd.**

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

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





## Annexure: 1

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

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



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Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance



## Annexure: 2

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

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

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



#### Muthoot Finance Ltd.

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





## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Shwaahien Ahmed**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sunil Basavaraj Nidoni**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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





## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sabarish R**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Kavya K S**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
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BANGALORE  
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Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mashhoodhali**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Koppula Vamsi**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mohammaduazeezurrahmansayeedi M,**

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aniketh Sunilkumar Nagdeo**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nikhil Aiyappa K**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aniketh N Kuvalkar**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.  
*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

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

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.  
*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Kishore L,**

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



REGISTRAR  
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BANGALORE

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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Karthik N R**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
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- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Aishwarya B R**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Vidya H,**

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4



**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear Divya,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Punith Kumar A V**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Annexure - B

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

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

#### General Guidelines

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



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Abhishek S L**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

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

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

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

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

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

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

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

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Anusha R Patil**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

Compensation Details	
<b>Name</b>	Anusha R Patil
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Rakesh Kasala**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Rakesh Kasala
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mithun C D**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

Compensation Details	
Name	Mithun C D
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ayushi Navale**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Ayushi Navale
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Dharshan J J**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4

Annexure - A

Compensation Details	
Name	Dharshan J J
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nandana S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Nandana S
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.  
*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.  
*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.  
*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.  
*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Namratha R,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

Compensation Details	
Name	Namratha R
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nidhi Satheeshan**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Nidhi Satheeshan
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Nikith Gowda**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4



**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Nikith Gowda
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Girish S R**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4

**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Girish S R
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
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Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

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#### Annexure - B

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Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

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- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Sudeep H S**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4

**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Sudeep H S
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Abthul Qathir M,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Abthul Qathir M
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Vishnu N,**

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	Vishnu N
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Ramesh Dhami**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Page 1 of 4

Annexure - A

Compensation Details	
Name	Ramesh Dhami
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Om Prakash Mahunta**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
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Annexure - A

Compensation Details	
Name	Om Prakash Mahunta
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
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- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

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*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **V Kalyan Chakravarthy**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate Core Collections - Digital Finance** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Digital Finance** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Wednesday, April 26, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Wednesday, April 26, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate Core Collections - Digital Finance
Department	Digital Finance
Employment Type	Regular
Work Location	TLPL, Kalyani Tech Park, opposite to Brookfield Hospital, EPIP Zone, Brookefield, Bengaluru, Karnataka 560037

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 350000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



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BANGALORE

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**Annexure - A**

<b>Compensation Details</b>	
<b>Name</b>	V Kalyan Chakravarthy
<b>Designation</b>	Associate Core Collections - Digital Finance
<b>Date Of Joining</b>	Wednesday, April 26, 2023
<b>Annual Cost To Company(CTC)</b>	₹ 350000
<b>Fixed Compensation</b>	₹ 350000
<b>Variable Compensation</b>	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹328,400.00
<b>Deductions</b>	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹306,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

**Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0**

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund

- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
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- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

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9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company



30 days of notice in writing or 30 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

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Special Allowance	Balancing Component	Taxable

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- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Lohith Kumar K,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



### Annexure 1

**Date:** 24-11-2022

**Name:** Lohith Kumar K

**Designation:** Executive Trainee

**Band:** J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

#### Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 12,00,000  
Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Inbathamizhan S J,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Inbathamizhan S J

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Sashi Kant Ojha H,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Sashi Kant Ojha H

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Medicclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Nigarsultana,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Nigarsultana

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Rajat Hiremath,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Rajat Hiremath

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
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<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Rakesh G,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Rakesh G

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
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<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear C Dhanush,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** C Dhanush

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
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<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Pranesh R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Pranesh R

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
LTA	11,875	990
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<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Muthyala Hemanth Shankar,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Muthyala Hemanth Shankar

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Ganavi P,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Ganavi P

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
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<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Anusha Kiran,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Anusha Kiran

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
LTA	11,875	990
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Chrislyn Stephanie Retnam,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Chrislyn Stephanie Retnam

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Tania Dutta,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Tania Dutta

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
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<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000
Medicclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear S M Sharique,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** S M Sharique

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Suvarnaraj P,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



### Annexure 1

**Date:** 24-11-2022

**Name:** Suvarnaraj P

**Designation:** Executive Trainee

**Band:** J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

#### Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 12,00,000  
Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Firdaush Ansari,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Firdaush Ansari

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Raghavendra M S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Raghavendra M S

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Sudheeshnan S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Sudheeshnan S

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Naveen Kumar,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Naveen Kumar

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Darshan H,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Darshan H

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
LTA	11,875	990
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<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Chandan T C,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

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For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Chandan T C

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
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<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Prajwal G R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Prajwal G R

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Medicclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Prema M L,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Prema M L

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  






Date: 24-11-2022

**Subject: Offer of Employment**

Dear Muralidharan S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Muralidharan S

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
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<b>(II) Reimbursements</b>		
LTA	11,875	990
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Kirandurga,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Kirandurga

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Manu R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Manu R

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
LTA	11,875	990
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Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Jahnavika V N,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Jahnavika V N

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
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<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear D Pawan,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



Annexure 1

Date: 24-11-2022

Name: D Pawan

Designation: Executive Trainee

Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Santoshkumar R,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Santoshkumar R

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Manjunath Radaratti,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Manjunath Radaratti

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents





Date: 24-11-2022

**Subject: Offer of Employment**

Dear Jaswanth S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Jaswanth S

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Suhad N,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Suhad N

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

  
 REGISTRAR  




Date: 24-11-2022

**Subject: Offer of Employment**

Dear Arun S,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Arun S

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Shreeshail,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**





**Annexure 1**

**Date:** 24-11-2022

**Name:** Shreeshail

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Lavanya B,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Lavanya B

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Bhoomika N G,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in blue ink that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**



**Annexure 1**

**Date:** 24-11-2022

**Name:** Bhoomika N G

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents

Dear Chandu R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

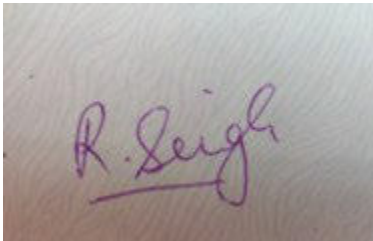
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Maya V.M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

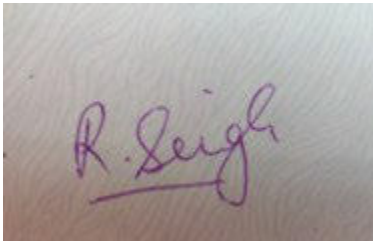
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Sumanth Ramachandra Bhat,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

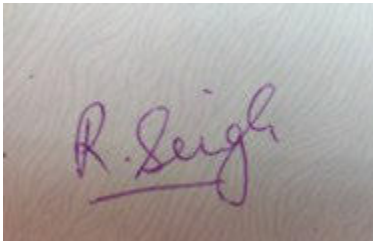
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Chethan S R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

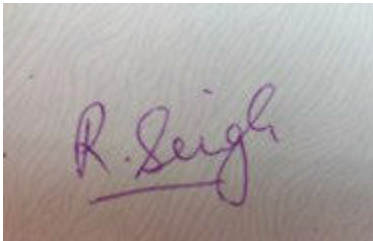
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Sonesh Basavaraj Sasnur,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

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Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

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#### 4.3. Other Benefits:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



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**5. General:**

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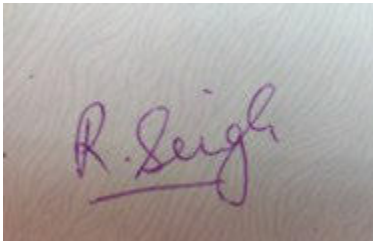
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Aishwarya,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
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Incentives	Rs. 150,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

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BANGALORE

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**5. General:**

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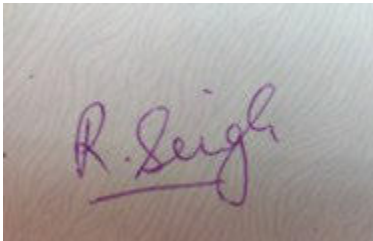
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Shreyas A,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
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Incentives	Rs. 150,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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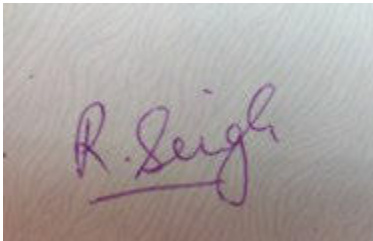
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Harshith C,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

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Basic Salary	Rs. 180,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

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REGISTRAR  
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BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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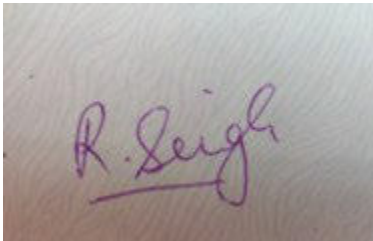
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Akshatha H P,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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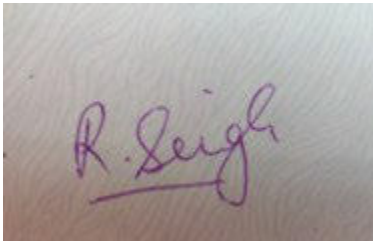
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**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Pramod Kumar K,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
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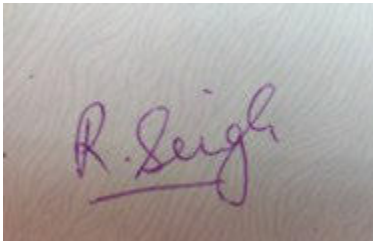
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Karipetti Sri Venkata Ramana,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

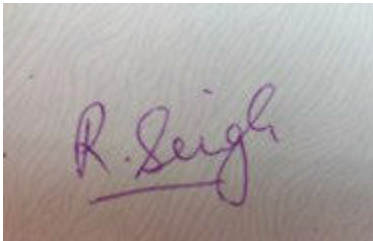
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Apoorva M S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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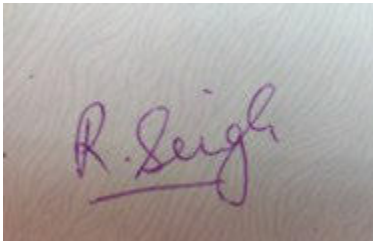
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Yash Dutta,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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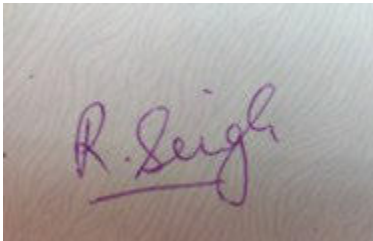
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Pavan,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

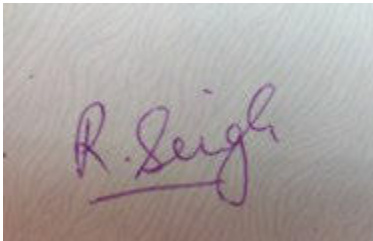
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Rakesh Gowda R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
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<b>Gross Salary</b>	<b>Rs. 450,000</b>
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<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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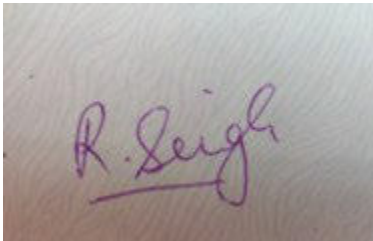
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Hitesh R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
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Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

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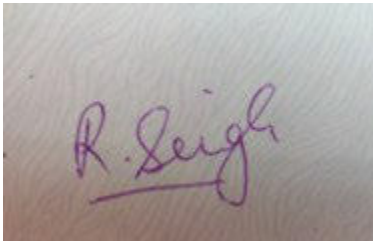
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Salman B,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
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#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

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4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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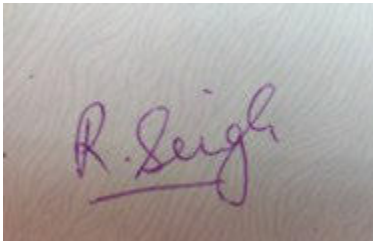
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Benjamin Alfred S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
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Provident Fund	Rs. 21,600
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#### 4.2. Allowances:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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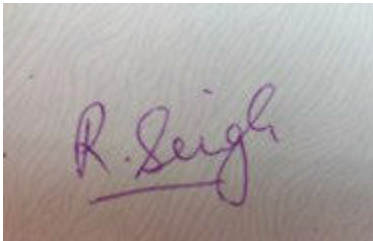
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Bharath H B,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
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PRESIDENT'S UNIVERSITY  
BANGALORE



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

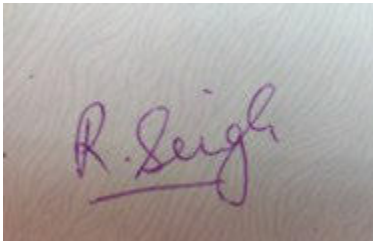
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Sharath S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
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<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
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PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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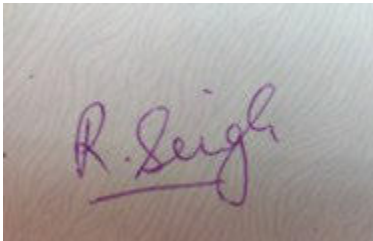
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Ramya D,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
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BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

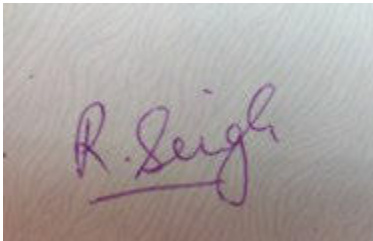
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Meghana M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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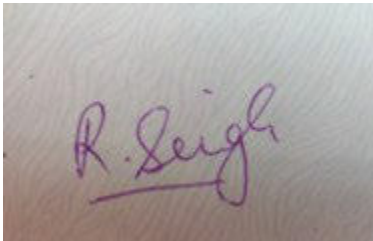
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Thejas Gowda A,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
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Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

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PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

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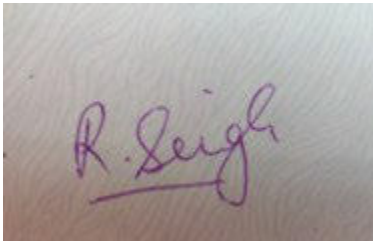
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Chandana H,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

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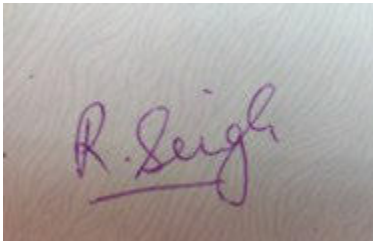
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Ganesha S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

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#### 4.3. Other Benefits:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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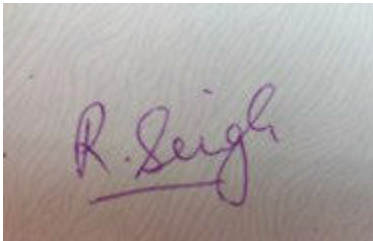
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Manoj R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

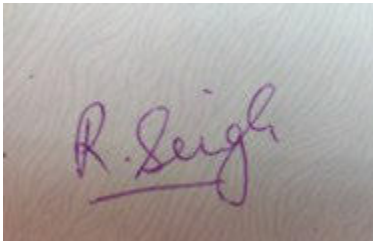
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Bhavana M B,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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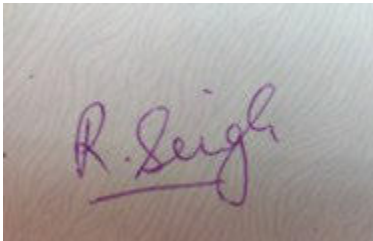
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Nithish N,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

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#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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**5. General:**

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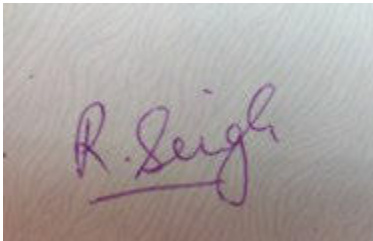
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Spoorthy N,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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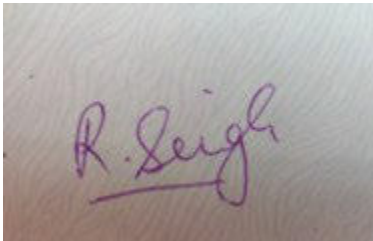
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Nikhil S R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
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#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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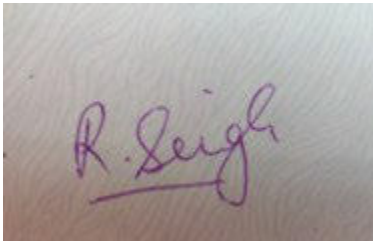
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Harshitha K V,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
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#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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**5. General:**

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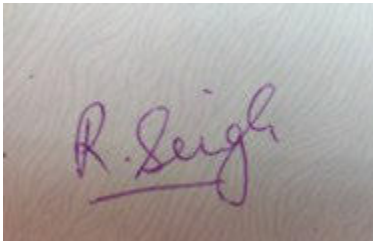
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Kavya D R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
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#### 4.2. Allowances:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

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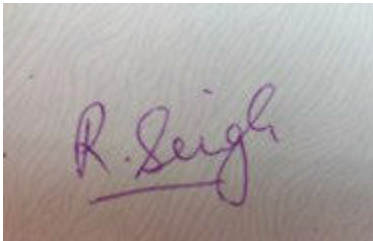
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Harshitha R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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PRESIDENT'S UNIVERSITY  
BANGALORE



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5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

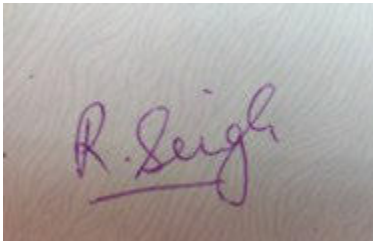
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Priya R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

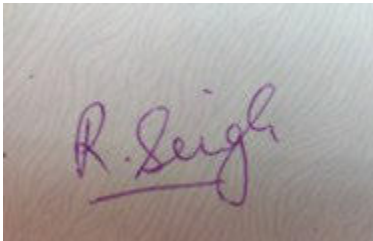
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Alcina A Leema,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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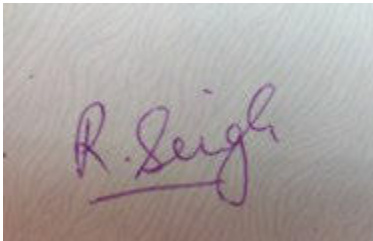
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Megha R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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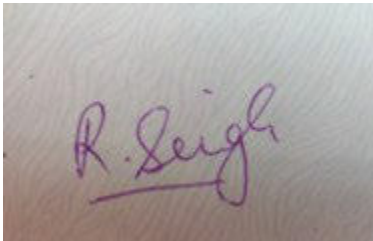
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Channabasava,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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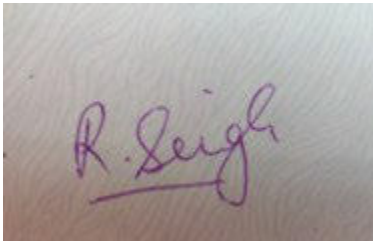
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Chaya,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
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Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

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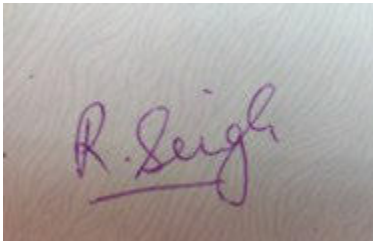
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Prathibha M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
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Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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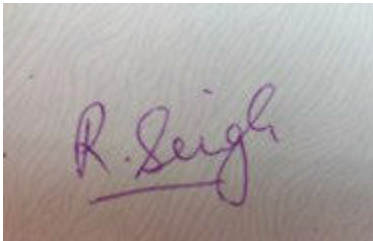
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Bhumika B,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
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<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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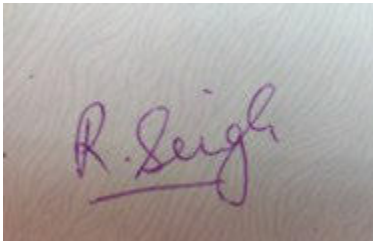
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Tejas M,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

**4.1. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

**4.2.1.** The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

**4.2.2.** Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

**4.3.1.** You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

**4.3.2.** You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

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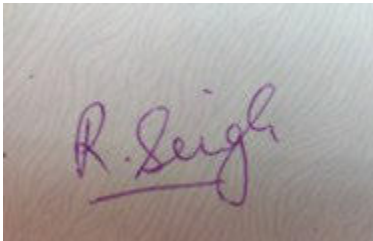
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6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Gayathri,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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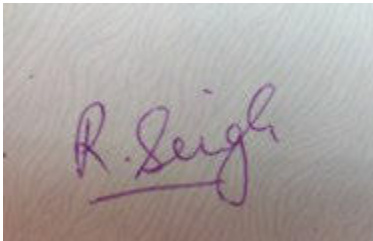
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Kotresh G S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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#### 4. Compensation Package:

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Basic Salary	Rs. 180,000
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\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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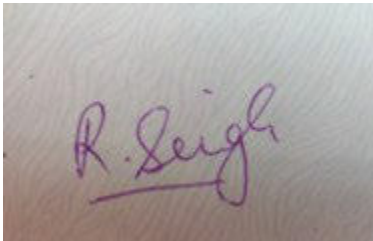
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7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





Dear Thejas P,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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#### 4.2. Allowances:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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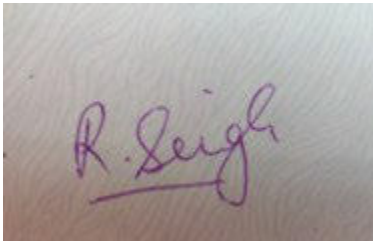
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**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear **Mahammadharees N Bammanahalli**,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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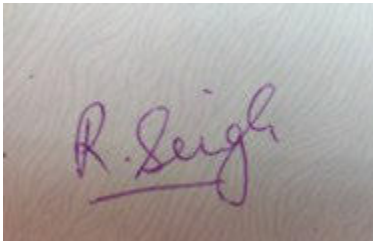
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**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Thanusha H,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

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#### 4.2. Allowances:

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE

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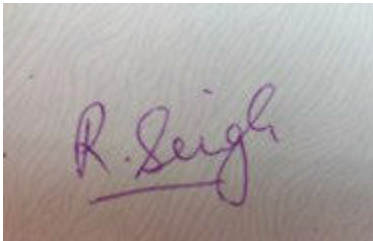
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**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Poornashree D R,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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REGISTRAR  
PRESIDENT'S UNIVERSITY  
BANGALORE



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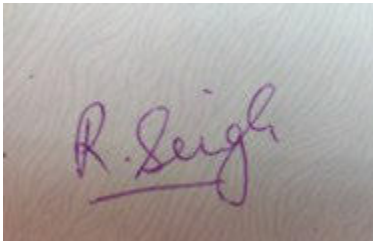
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Dear Manu C Y,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

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4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

  
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BANGALORE

4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

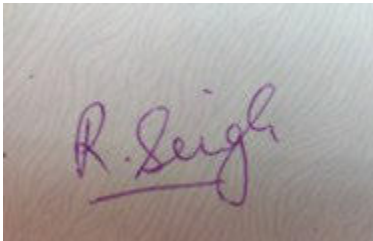
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Kavana A Y,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 150,000 /- p.a**)

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

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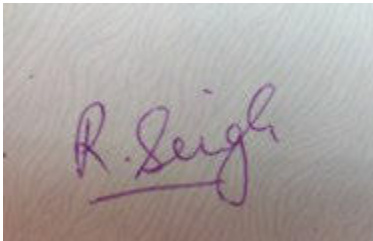
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2023.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



Dear Saahil I S,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

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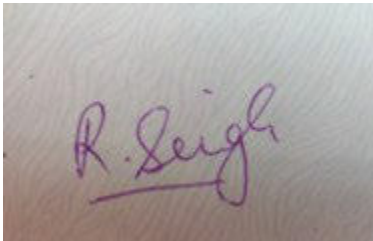
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8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**



**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):





## Offer Letter

Rakshithgowda

Date: February 21, 2023

9108364028

Dear Rakshithgowda,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

- Confirmation of passing education credentials.
- Passing a background check .
- Providing identity verification proof and eligibility to work in India
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

**While working as an employee, your job duties will be:-**

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

### Annexure-I

We request you to send the below listed documents at [dhairya.rogha@stanzaliving.com](mailto:dhairya.rogha@stanzaliving.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10<sup>th</sup> Marksheet & 12<sup>th</sup> Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

**Note: - Please Submit all the documents converting them into a single PDF**

Please accept our conditional offer letter and return a signed copy to us at [dhairya.rogha@stanzaliving.com](mailto:dhairya.rogha@stanzaliving.com). Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Rakshithgowda**

## Offer Letter

Renil Revi

Date: February 21, 2023

9744511225

Dear Renil Revi,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Renil Revi**

## Offer Letter

Mohamad Ashfaq Hussain

Date: February 21, 2023

7090174717

Dear Mohamad Ashfaq Hussain,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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- Passing a background check .
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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Mohamad Ashfaq Hussain**

## Offer Letter

Yatish G P

Date: February 21, 2023

9164353428

Dear Yatish G P,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

- Confirmation of passing education credentials.
- Passing a background check .
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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Yatish G P**

## Offer Letter

Kiran B M

Date: February 21, 2023

8431150480

Dear Kiran B M,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Kiran B M**

## Offer Letter

Narendra Babu S G

Date: February 21, 2023

7619576590

Dear Narendra Babu S G,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Narendra Babu S G**

## Offer Letter

Arjun C

Date: February 21, 2023

9656614293

Dear Arjun C,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Arjun C**



## Offer Letter

Akash A

Date: February 21, 2023

8618448811

Dear Akash A,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

### Annexure-I

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3. 10<sup>th</sup> Marksheet & 12<sup>th</sup> Marksheet
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6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

**Note: - Please Submit all the documents converting them into a single PDF**

Please accept our conditional offer letter and return a signed copy to us at [dhairya.rogha@stanzaliving.com](mailto:dhairya.rogha@stanzaliving.com). Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Akash A**

## Offer Letter

Prashanth Kr

Date: February 21, 2023

7996268862

Dear Prashanth Kr,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

**We would like to extend you an offer of employment, contingent on the completion of the requirements listed below:-**

- Confirmation of passing education credentials.
- Passing a background check .
- Providing identity verification proof and eligibility to work in India
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

**While working as an employee, your job duties will be:-**

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- Be a representative of Stanza and be able to convert and close on leads provided on site.
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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Prashanth Kr**

## Offer Letter

Kethrin Horo

Date: February 21, 2023

8509940869

Dear **Kethrin Horo**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Kethrin Horo**

## Offer Letter

Dhanush K S

Date: February 21, 2023

6362598343

Dear Dhanush K S,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Dhanush K S**



## Offer Letter

Deepak S

Date: February 21, 2023

8838409613

Dear Deepak S,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Deepak S**

## Offer Letter

Jeevan M

Date: February 21, 2023

9894728694

Dear Jeevan M,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Jeevan M**

## Offer Letter

Rishabh Arora

Date: February 21, 2023

9453057752

Dear Rishabh Arora,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2023. This is a full-time role and you will be paid a compensation of Rs. **4,00,000 (annual)** + incentives and perks as per company policy.

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**Rajat Mehta**

Vice President- Human Resources

(Signature)

**Rishabh Arora**

## OFFER LETTER

Dear **Mr. Devika Gopan**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : DEVIKA GOPAN  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
	<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS  
 KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING OF ACCESSORIES

**CEASEFIRE INDUSTRIES PRIVATE LIMITED**

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,  
 Mathura Road, New Delhi - 110044  
 Ph. : 011-41846800 | response@ceasefire.in  
 www.ceasefire.in | SMS : Fire to 53030

**Registered Office :**

602, "Doli Chamber", 6th Floor, Behind  
 Strand Cinema, Colaba, Mumbai - 400005, India  
 Tel. : 022-22854677 / 78 | Fax: 022-66349069


 +91 9320 666 666  
 +91 1800 120 3473  
 +91 120 4223473





## OFFER LETTER

Dear **Mr. Santhosh Unni Krishnan**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

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Salary : **As Per Annexure 'A'**  
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Location : **BENGALURU**

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Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : SANTHOSH UNNI KRISHNAN DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DIVISION : CSD DOJ : 03-Apr-2023

Particulars	Amounts(Rs.)
<b>Fixed Component</b>	
Basic	21600
Advance Statuary Bonus	4004
<b>Sub Total A</b>	<b>25604</b>
<b>Reimbursement</b>	
<b>Sub Total B</b>	<b>0</b>
<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*	5586
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 Tel. : 022-22854677 / 78 | Fax: 022-66349069

**Connect SERVICES**  
 +91 9328 666 666  
 +91 1800 120 3473  
 +91 120 4223473

**OFFER LETTER**

Dear **Mr. Sreyas S**  
 Presidency University  
 Bengaluru Karnataka

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Arnab Kumar Das  
 Human Resource

**Annexure - A**

NAME : SREYAS S  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
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	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
	<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

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\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

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Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS  
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 Tel. : 022-22854677 / 78 | Fax: 022-66349069

**Connect SERVICES**  
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## OFFER LETTER

Dear **Ms. Riya Abhijeet Panganti**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023**. Actual branch name and address will be informed to you subsequently.

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We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : RIYA ABHIJEET PANGANTI  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
<b>Total Salary Package (A+B+B1+C)</b>		<b>32229</b>
<b>Total Salary Package Per Annum</b>		<b>386748</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

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\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



REGISTRAR  
 REGISTRAR  
 CIN No. U29193MH17002PTC136108  
 Connect SERVICES  
 +91 9328 666 666  
 +91 1800 120 3473  
 +91 120 4223473

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS  
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## OFFER LETTER

Dear **Mr. Parth Tamhankar Mohit**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023**. Actual branch name and address will be informed to you subsequently.

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We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : PARTH TAMHANKAR MOHIT DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DIVISION : CSD DOJ : 03-Apr-2023

Particulars	Amounts(Rs.)	
<b>Fixed Component</b>		
Basic	21600	
Advance Statuary Bonus	4004	
<b>Sub Total A</b>	<b>25604</b>	
<b>Reimbursement</b>		
<b>Sub Total B</b>	<b>0</b>	
<b>Variable Component</b>		
Monthly Performance Linked Reimbursement*	5586	
<b>Sub Total B1</b>	<b>5586</b>	
Gratuity****	1039	
<b>Sub Total C</b>	<b>1039</b>	
<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>	
<b>Total Salary Package Per Annum</b>	<b>386748</b>	
<b>Deductions</b>		
Employee Welfare Trust	<b>Monthly TH</b>	<b>Annual TH</b>
	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
<b>Additional Perks</b>		

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

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\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



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## OFFER LETTER

Dear **Ms. Ashniya D Almeda**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

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Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

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With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : **ASHNIYA D ALMEDA**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
	<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

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**OFFER LETTER**

Dear **Mr. Kiran V**  
 Presidency University  
 Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
 Date of Joining : **03-Apr-2023**  
 Functional Band : **Front Liner/Business Development**  
 Department : **Sales**  
 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
 Reporting Branch : **BENGALURU CENTRAL**  
 Location : **BENGALURU**

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With best wishes  
 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



**Annexure - A**

NAME : **KIRAN V**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
	<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

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## OFFER LETTER

Dear **Mr. Rohan B Y**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

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Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
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Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

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Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : **ROHAN B Y**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

Particulars	Amounts(Rs.)
<b>Fixed Component</b>	
Basic	21600
Advance Statuary Bonus	4004
<b>Sub Total A</b>	<b>25604</b>
<b>Reimbursement</b>	
<b>Sub Total B</b>	<b>0</b>
<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*	5586
<b>Sub Total B1</b>	<b>5586</b>
Gratuity****	1039
<b>Sub Total C</b>	<b>1039</b>
<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	
Employee Welfare Trust	<b>Monthly TH</b>
	150
<b>Total</b>	<b>150</b>
<b>Total TH</b>	<b>31040</b>
	<b>Annual TH</b>
	1800
	<b>1800</b>
	<b>372480</b>
<b>Additional Perks</b>	

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With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

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 REGISTRAR  
 CIN No. U29193MH17002PTC136108  

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**OFFER LETTER**

Dear **Ms. Sonu Kuriakose**  
 Presidency University  
 Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

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 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
 Reporting Branch : **BENGALURU CENTRAL**  
 Location : **BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023**. Actual branch name and address will be informed to you subsequently.

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We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource





**Annexure - A**

NAME : SONU KURIAKOSE  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>32229</b>
	<b>Total Salary Package Per Annum</b>	<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



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 Tel. : 022-22854677 / 78 | Fax: 022-66349069

**Connect SERVICES**  
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## OFFER LETTER

Dear **Ms. Harshitha S**  
 Presidency University  
 Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
 Date of Joining : **03-Apr-2023**  
 Functional Band : **Front Liner/Business Development**  
 Department : **Sales**  
 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
 Reporting Branch : **BENGALURU CENTRAL**  
 Location : **BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2023**. Actual branch name and address will be informed to you subsequently.

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With best wishes  
 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



**Annexure - A**

NAME : HARSHITHA S  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
	<b>Sub Total A</b>	<b>25604</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
	<b>Sub Total B1</b>	<b>5586</b>
Gratuity****		1039
	<b>Sub Total C</b>	<b>1039</b>
<b>Total Salary Package (A+B+B1+C)</b>		<b>32229</b>
<b>Total Salary Package Per Annum</b>		<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

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\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

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\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



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 REGISTRAR  
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**OFFER LETTER**

Dear **Ms. Abinayasree K S**  
 Presidency University  
 Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
 Date of Joining : **03-Apr-2023**  
 Functional Band : **Front Liner/Business Development**  
 Department : **Sales**  
 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
 Reporting Branch : **BENGALURU CENTRAL**  
 Location : **BENGALURU**

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 Your Sincerely,  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



**Annexure - A**

NAME : ABINAYASREE K S  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Apr-2023

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
<b>Sub Total A</b>		<b>25604</b>
	<b>Reimbursement</b>	
<b>Sub Total B</b>		<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
<b>Sub Total B1</b>		<b>5586</b>
Gratuity****		1039
<b>Sub Total C</b>		<b>1039</b>
<b>Total Salary Package (A+B+B1+C)</b>		<b>32229</b>
<b>Total Salary Package Per Annum</b>		<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

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With best wishes  
 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

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REGISTRAR  
 Registrar  
 CIN No. U29193MH17002PTC136108  
**Connect SERVICES** +91 9328 666 666  
 +91 1800 120 3473  
 +91 120 4223473

## OFFER LETTER

Dear **Mr. Rakshith S**  
Presidency University  
Bengaluru Karnataka

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Apr-2023**  
Functional Band : **Front Liner/Business Development**  
Department : **Sales**  
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Salary : **As Per Annexure 'A'**  
Reporting Branch : **BENGALURU CENTRAL**  
Location : **BENGALURU**

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With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.

Arnab Kumar Das  
Human Resource





**Annexure - A**

NAME : **RAKSHITH S**  
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **03-Apr-2023**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		21600
Advance Statuary Bonus		4004
<b>Sub Total A</b>		<b>25604</b>
	<b>Reimbursement</b>	
<b>Sub Total B</b>		<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		5586
<b>Sub Total B1</b>		<b>5586</b>
Gratuity****		1039
<b>Sub Total C</b>		<b>1039</b>
<b>Total Salary Package (A+B+B1+C)</b>		<b>32229</b>
<b>Total Salary Package Per Annum</b>		<b>386748</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>31040</b>	<b>372480</b>
	<b>Additional Perks</b>	

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 For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

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