

- 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


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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 **T P Vinay**,

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

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

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you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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services of the Company not later than Wednesday, April 26, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing.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

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

Best Regards,



Annexure - A

Compensation Details	
Name	T P Vinay
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Yatham Yaswanth Kumar Reddy**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Yatham Yaswanth Kumar Reddy
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Ambati Manmai Reddy**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Ambati Manmai Reddy
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Batta Lokesh Naidu**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Batta Lokesh Naidu
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Dasari Krishna Kumar**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Dasari Krishna Kumar
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Gonuguntla Hareesh**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Gonuguntla Hareesh
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Jaideep**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Jaideep
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Marriboina Gangadhar,**

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Marriboina Gangadhar
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Mure Yaswanth Reddy**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Mure Yaswanth Reddy
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Sanjay B 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,



Annexure - A

Compensation Details	
Name	Sanjay B 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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Vishwas 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,



Annexure - A

Compensation Details	
Name	Vishwas H
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Malasani Venkata Avinash**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Malasani Venkata Avinash
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Subhranil Barman**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,


REGISTRAR

Annexure - A

Compensation Details	
Name	Subhranil Barman
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Vaishnavi U**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Vaishnavi U
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Varsha V Gondhkar**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Varsha V Gondhkar
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Ashish Singh Bhumij**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Ashish Singh Bhumij
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **C M Mohith**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	C M Mohith
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Dhanush B C**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Dhanush B C
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
Annual Earnings (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
Total Annual Net Pay (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


 REGISTRAR


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 **Gurukiran E M,**

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Gurukiran E M
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (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
Total Annual Net Pay (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

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REGISTRAR



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 **Jaishree R 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

Annexure - A

Compensation Details	
Name	Jaishree R M
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (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
Total Annual Net Pay (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

Sanne
REGISTRAR



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 **Janagani Prasanthi**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Janagani Prasanthi
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Mallikarjun S Nandyal**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,


REGISTRAR

Annexure - A

Compensation Details	
Name	Mallikarjun S Nandyal
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
Annual Earnings (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
Total Annual Net Pay (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


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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 **Neela Rakshitha 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,



Annexure - A

Compensation Details	
Name	Neela Rakshitha 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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Sowmya Krishna 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,



Annexure - A

Compensation Details	
Name	Sowmya Krishna G
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (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
Total Annual Net Pay (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

Sanne
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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 **Bharath Raj M,**

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Bharath Raj M
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (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
Total Annual Net Pay (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

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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 **Chandu Priya S P**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Chandu Priya S P
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
Annual Earnings (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
Total Annual Net Pay (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.

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


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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 **Chinnappagari Bharathsimha Reddy**,

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

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

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Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Chinnappagari Bharathsimha Reddy
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Koratamaddi Niranjan Reddy**,

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Koratamaddi Niranjana Reddy
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
Annual Earnings (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
Total Annual Net Pay (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

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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 **Sumith K M,**

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

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

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

Position Details and Compensation Overview

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

Fixed Compensation: ₹ 350000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 350000

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

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

Best Regards,



Annexure - A

Compensation Details	
Name	Sumith K M
Designation	Associate Core Collections - Digital Finance
Date Of Joining	Wednesday, April 26, 2023
Annual Cost To Company(CTC)	₹ 350000
Fixed Compensation	₹ 350000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹180,600.00
House Rent Allowance	₹90,300.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹40,700.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (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
Total Annual Net Pay (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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- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company

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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

Branch Office: Jaggayyapeta
ULearn -Edu,
4-17,RCC Roof Building,
Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



Support@ulearn-edu.com
+91 9293051375

Dear **BOREDDY RAKESH REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **BOREDDY RAKESH REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **BOREDDY RAKESH REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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GSTIN :- 37KLYPS1085L1ZT

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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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GSTIN :- 37KLYPS1085L1ZT

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+91 9293051375



6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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GSTIN :- 37KLYPS1085L1ZT



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+91 9293051375

7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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GSTIN :- 37KLYPS1085L1ZT



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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+91 9293051375

Dear **SIDDAVARAM PREETHI VARDHAN,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **SIDDAVARAM PREETHI VARDHAN**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SIDDAVARAM PREETHI VARDHAN** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

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



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10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **SYED SAQLAIN AHMED**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **SYED SAQLAIN AHMED**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SYED SAQLAIN AHMED** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

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You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



Support@ulearn-edu.com
+91 9293051375

Dear **V S PRAMOD REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **V S PRAMOD REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **V S PRAMOD REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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+91 9293051375

6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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+91 9293051375

Dear **G ANDY PAUL**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **G ANDY PAUL**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **G ANDY PAUL** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

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6. NOTICE PERIOD and TERMINATION:

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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Dear **RAHUL M,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **RAHUL M**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **RAHUL M** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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+91 9293051375



7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **VIJAY PRABHAKAR,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **VIJAY PRABHAKAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **VIJAY PRABHAKAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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Dear **HARISH R N**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **HARISH R N**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **HARISH R N** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



Branch Office: Jaggayyapeta
ULearn -Edu,
4-17,RCC Roof Building,
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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **MOHAMMED MUHIBULLA S**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **MOHAMMED MUHIBULLA S**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **MOHAMMED MUHIBULLA S** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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Dear **ANUBOLU RAHUL**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **ANUBOLU RAHUL**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **ANUBOLU RAHUL** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
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- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
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Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
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Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
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Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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Dear **GANAPAM JAYA NITHIN REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **GANAPAM JAYA NITHIN REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **GANAPAM JAYA NITHIN REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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GSTIN :- 37KLYPS1085L1ZT



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+91 9293051375

6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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+91 9293051375

Dear **KANUMURI HEMANTH KUMAR,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **KANUMURI HEMANTH KUMAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **KANUMURI HEMANTH KUMAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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+91 9293051375

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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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10. EARNINGS

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
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+91 9293051375

Dear **MONDI CHANAKYA**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **MONDI CHANAKYA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **MONDI CHANAKYA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

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5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **PATNAM CHETHAN SAIESH RAYAL**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **PATNAM CHETHAN SAIESH RAYAL**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PATNAM CHETHAN SAIESH RAYAL** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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+91 9293051375

Dear **UDAYAGIRI LIKHITH,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **UDAYAGIRI LIKHITH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **UDAYAGIRI LIKHITH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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



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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
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REGISTRAR


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
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Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
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Dear **PITTU LAVA KUMAR**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **PITTU LAVA KUMAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PITTU LAVA KUMAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


REGISTRAR


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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT

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+91 9293051375



3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **ABHISHEK B**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **ABHISHEK B**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **ABHISHEK B** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
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- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
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 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
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House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Dear **B DINESH**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **B DINESH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **B DINESH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

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You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
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 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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GSTIN :- 37KLYPS1085L1ZT



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **BASWANI HEMENDRA VARMA**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **BASWANI HEMENDRA VARMA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **BASWANI HEMENDRA VARMA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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



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10. EARNINGS

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **BONI KAPUR JUTTIGA,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **BONI KAPUR JUTTIGA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **BONI KAPUR JUTTIGA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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+91 9293051375

Dear **BOYAPATI VINAY KUMAR,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **BOYAPATI VINAY KUMAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **BOYAPATI VINAY KUMAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **CHOWDAM JATHIN SHANKAR,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **CHOWDAM JATHIN SHANKAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **CHOWDAM JATHIN SHANKAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

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- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
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Operations Executive G2		
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Operations Executive G1		
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Dear **DHRUV KRISHNA**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **DHRUV KRISHNA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **DHRUV KRISHNA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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GSTIN :- 37KLYPS1085L1ZT

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+91 9293051375



7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **GUJJULA TEJESH KUMAR REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **GUJJULA TEJESH KUMAR REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **GUJJULA TEJESH KUMAR REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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10. EARNINGS

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
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+91 9293051375

Dear **KANIKSHA LAL**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **KANIKSHA LAL**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **KANIKSHA LAL** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

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5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



Branch Office: Jaggayyapeta
ULearn -Edu,
4-17,RCC Roof Building,
Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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Dear **MAKKENA BHARGAV SAI**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **MAKKENA BHARGAV SAI**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **MAKKENA BHARGAV SAI** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
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Dear **NAVARA MAHESH BABU**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **NAVARA MAHESH BABU**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **NAVARA MAHESH BABU** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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



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9. NON-COMPETE AND NON-SOLICITATION

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
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Base Salary	16,000	1,92,000
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Operations Executive G2		
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Dear **PAWAN KUMAR P**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **PAWAN KUMAR P**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PAWAN KUMAR P** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
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- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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4-17,RCC Roof Building,
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GSTIN :- 37KLYPS1085L1ZT

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+91 9293051375



6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **PRAJWAL C K**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **PRAJWAL C K**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PRAJWAL C K** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

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You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
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Base Salary	16,000	1,92,000
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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Dear **PUSULURU ROHITH,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **PUSULURU ROHITH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PUSULURU ROHITH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

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5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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Krishna, Andhra Pradesh,
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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **ROHIT KUMAR T**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **ROHIT KUMAR T**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **ROHIT KUMAR T** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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


REGISTRAR


The Registrar's signature is written in green ink. The official stamp is circular, with "PRESIDENCY UNIVERSITY" around the top and "BANGALORE" around the bottom. The word "Registrar" is written in the center of the stamp.

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10. EARNINGS

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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Fixed compensation (In Hand)	32,000	3,84,000
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Dear **S RADHAKRISHNA,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **S RADHAKRISHNA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **S RADHAKRISHNA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

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You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
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REGISTRAR


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Dear **SHAIK MOHAMMAD ADNAN SAMI**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **SHAIK MOHAMMAD ADNAN SAMI**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SHAIK MOHAMMAD ADNAN SAMI** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


REGISTRAR


Branch Office: Jaggayyapeta
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4-17,RCC Roof Building,
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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT

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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **SHASHANK K,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **SHASHANK K**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SHASHANK K** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
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House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Operations Executive G1		
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Dear **VIJAYANANDA SAIPUNEETH,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **VIJAYANANDA SAIPUNEETH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **VIJAYANANDA SAIPUNEETH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
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- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

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5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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GSTIN :- 37KLYPS1085L1ZT



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **YAMINI MADAN**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **YAMINI MADAN**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **YAMINI MADAN** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
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 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

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



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9. NON-COMPETE AND NON-SOLICITATION

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10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **GANGADARI UMA MAHESH**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **GANGADARI UMA MAHESH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **GANGADARI UMA MAHESH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


REGISTRAR


Branch Office: Jaggayyapeta
 ULearn -Edu,
 4-17,RCC Roof Building,
 Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
 Krishna, Andhra Pradesh,
 GSTIN :- 37KLYPS1085L1ZT



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 +91 9293051375

Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **ABRAR HUSSAIN DAR**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **ABRAR HUSSAIN DAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **ABRAR HUSSAIN DAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **KAILAS A R,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **KAILAS A R**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **KAILAS A R** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **PRAVEEN KUMAR D,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **PRAVEEN KUMAR D**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **PRAVEEN KUMAR D** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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GSTIN :- 37KLYPS1085L1ZT

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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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+91 9293051375

Dear **MOHAMED SHADMAN**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **MOHAMED SHADMAN**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **MOHAMED SHADMAN** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.



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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

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9. NON-COMPETE AND NON-SOLICITATION

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10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **MOHAMMAD SALEEM,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **MOHAMMAD SALEEM**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **MOHAMMAD SALEEM** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

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 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

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



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10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Dear **B SAI NATH REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **B SAI NATH REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **B SAI NATH REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

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(Refer Annexure).

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
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Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
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Dear **CHAKALA SAINATH**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **CHAKALA SAINATH**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **CHAKALA SAINATH** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
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Fixed compensation (In Hand)	32,000	3,84,000
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Dear **CHAVVA VAMSIDHAR REDDY**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **CHAVVA VAMSIDHAR REDDY**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **CHAVVA VAMSIDHAR REDDY** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **NUTHETI CHARAN KUMAR,**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. **AGREEMENT CUM APPOINTMENT LETTER**

This agreement is made between ULearn **NUTHETI CHARAN KUMAR**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **NUTHETI CHARAN KUMAR** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. **NOW, THIS AGREEMENT WITNESSES as follows:**

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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+91 9293051375



6. NOTICE PERIOD and TERMINATION:

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- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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+91 9293051375



7. BASKET OF ALLOWANCES (BOA)

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
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House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
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Dear **SHAIK MAHABOOB BASHA**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **SHAIK MAHABOOB BASHA**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SHAIK MAHABOOB BASHA** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

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- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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7. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

8. NON-DISCLOSURE AGREEMENT

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



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9. NON-COMPETE AND NON-SOLICITATION

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

10. EARNINGS

During Internship which spans for a period of 3 months, mentioned above, month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above- mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:

Date:

Name:



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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000


REGISTRAR


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4.50,000

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Dear **SHAIK MOHAMMAD NADEEM**,

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made between ULearn **SHAIK MOHAMMAD NADEEM**, (Here in after called the Employee) of the other part and the Joining date will be on whereas The Company is desirous of **SHAIK MOHAMMAD NADEEM** as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.


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3. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will beshortly communicated by the Company as a Business Development Executive Trainee

4. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 3 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds. During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

5. LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time with the Company. All National Holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.



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6. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.



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Thank you.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Signed:

Date:

Name:

