

3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

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- d. All semester marks sheets and graduation certificate

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**Thanks and Regards**

**Mphasis – Campus Team**

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REGISTRAR  




Syed Mohammed Shadaab &lt;syedshadaab2@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:00 AM

To: syedshadaab2@gmail.com &lt;syedshadaab2@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2647

Dear Syed Mohammed Shadaab

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

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- Flawless execution and leadership

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2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis



3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
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REGISTRAR  




Tanushree C &lt;tanushreec01@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:10 AM

To: tanushreec01@gmail.com &lt;tanushreec01@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2648

Dear Tanushree C

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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REGISTRAR  




Grishma A V &lt;grishmaatmakur.v@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:12 AM

To: grishmaatmakur.v@gmail.com &lt;grishmaatmakur.v@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2649

Dear Grishma A V

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

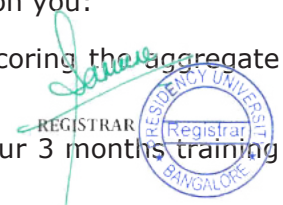
- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
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REGISTRAR  




Bandi Jayanth Reddy &lt;bandijayanth2000@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:14 AM

To: bandijayanth2000@gmail.com &lt;bandijayanth2000@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2650

Dear Bandi Jayanth Reddy

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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REGISTRAR  




Juturu Harshitha Reddy &lt;harshireddy2127@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:16 AM

To: harshireddy2127@gmail.com &lt;harshireddy2127@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2651

Dear Juturu Harshitha Reddy

College Name: **Presidency University, Bangalore.**

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Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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REGISTRAR  




Mohammed Tanseer &lt;mohammedtanseer786@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:18 AM

To: mohammedtanseer786@gmail.com &lt;mohammedtanseer786@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2652

Dear Mohammed Tanseer

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
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REGISTRAR  




Rakesh M &lt;tnt.rakeshm@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:20 AM

To: tnt.rakeshm@gmail.com &lt;tnt.rakeshm@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2653

Dear Rakesh M

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

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REGISTRAR  




Sai Kirthan P &lt;saikirthan1234@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:22 AM

To: saikirthan1234@gmail.com &lt;saikirthan1234@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2654

Dear Sai Kirthan P

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

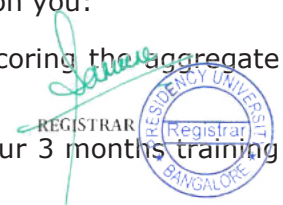
- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis



3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2023 passing out candidates anytime between June 1, 2023 to April 30, 2024. In the event you fail to respond to Mphasis within 15 days of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

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REGISTRAR  




Shaik Asif Ali &lt;asifalishaik11@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:24 AM

To: asifalishaik11@gmail.com &lt;asifalishaik11@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2655

Dear Shaik Asif Ali

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation
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2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis



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4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

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- d. All semester marks sheets and graduation certificate

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**Thanks and Regards**

**Mphasis – Campus Team**

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REGISTRAR  




Yejudla Sai Sathwik &lt;saisathwik094@gmail.com&gt;

**Mphasis\_Revised L/O!**

1 message

**Mphasis - Campus Hiring** <campushires@mphasis.com>

Tue, Oct 18, 2022 at 11:26 AM

To: saisathwik094@gmail.com &lt;saisathwik094@gmail.com&gt;

Cc: "satyanarayana@presidencyuniversity.in" &lt;satyanarayana@presidencyuniversity.in&gt;

Ref.No- MPHTH\_CC2023-2656

Dear Yejudla Sai Sathwik

College Name: **Presidency University, Bangalore.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Associate Software Engineer**' in **Band 5, Level 2** with Mphasis. The gross compensation will be **INR 4,00,000(INR Four Lakhs only) per annum.**
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.
- You are required to work in **any shift** as per business requirement.
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3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
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**Thanks and Regards**

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REGISTRAR  




**Studique.com**

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

**Offer letter**

**Bangalore**

Dear ESHITHA I,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

*Sarav*  
Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



# Studique.com

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b.** Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c.** Lock all printouts away when not in use
- d.** Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

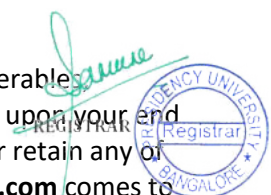
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





**Studique.com**

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  






**Studique.com**

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
2	Income tax - TDS	-	-
	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
-------------------	--------------------

Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





**Studique.com**

15th Cross Rd, PWD Quarters,

1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

hr.es@edustation.co.in

**Offer letter**

**Bangalore**

**Dear NAGESH BABU  
NARAGAM,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

*Sarav*  
Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

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- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
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- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  




## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

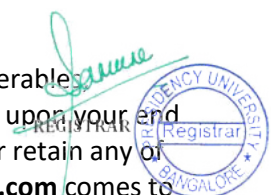
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
2	Income tax - TDS	-	-
	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE





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**Offer letter**

**Bangalore**

**Dear RAPIREDDY  
KUSHWANTH,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.







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REGISTRAR 



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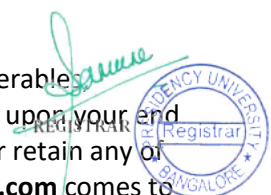
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**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  




**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
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Variable is up to	<b>2,00,000.00</b>
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Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
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**Offer letter**

**Bangalore**

**Dear SOHAN NARAYAN  
MOGER,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.







- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

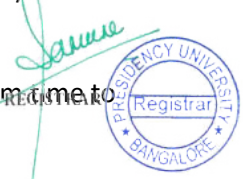
- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





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affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  




## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

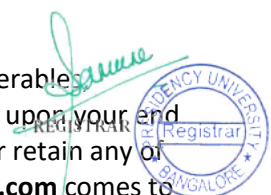
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

*Sarwa*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
2	Income tax - TDS	-	-
	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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**Offer letter**

**Bangalore**

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REGISTRAR  




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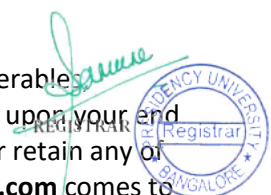
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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
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- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
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	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Studique.com**

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Bengaluru, Karnataka 560102

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**Offer letter**

**Bangalore**

Dear lokesh G,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.







- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





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affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b.** Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c.** Lock all printouts away when not in use
- d.** Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

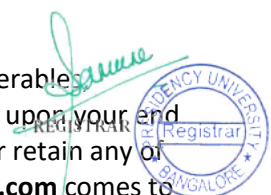
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
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BANGALORE



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**Offer letter**

**Bangalore**

Dear **SHRAVANI S M,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.







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- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
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- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
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During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

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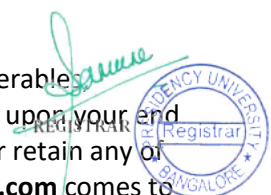
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
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**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





**Studique.com**

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1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

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- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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1	Basic Salary	1,08,000.00	9,000.00
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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
-------------------	--------------------

Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



# Studique.com

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1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

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## Offer letter

Bangalore

Dear DWARAMPUDI MAHA  
RAJA NAGI REDDY,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.







- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies

*Sarav*  
Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



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affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

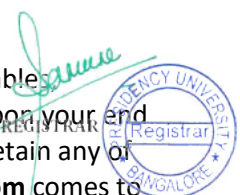
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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- You will be assigned basic target for you to achieve for you to get certified.
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**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

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](mailto:Support@ulearn-edu.com)  
+91 9293051375

Dear **SHAIK ABDUL MAZEED**,

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 ABDUL MAZEED**, (Here in after called the “Employee”) of the other part and the Joining date will be on whereas The Company is desirous of **SHAIK ABDUL MAZEED** 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  
ULearn -Edu,  
4-17,RCC Roof Building,  
Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,  
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. Additionally, 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 be shortly 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.

The image shows a handwritten signature in blue ink over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Presidency University" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

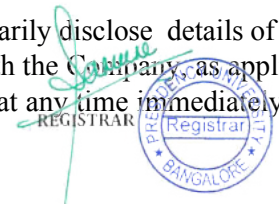
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[Support@ulearn-edu.com](mailto:Support@ulearn-edu.com)  
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## 6. NOTICE PERIOD and TERMINATION:

- 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  


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+91 9293051375

## 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

  
REGISTRAR  


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](mailto:Support@ulearn-edu.com)  
+91 9293051375

- 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,  
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+91 9293051375

### Annexure 1

<b>Operations Executive G3</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
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  


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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<b>Operations Executive G2</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
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

<b>Operations Executive G1</b>		
<b>Components</b>	<b>Per month (INR)</b>	<b>Annual (INR)</b>
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

*Sanna*  
 REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY  
 BANGALORE





**Studique.com**

15th Cross Rd, PWD Quarters,

1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

hr.es@edustation.co.in

**Offer letter**

**Bangalore**

Dear **MOHAMMED BILAL**,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

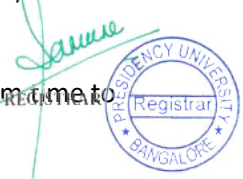
- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





# Studique.com

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b.** Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c.** Lock all printouts away when not in use
- d.** Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

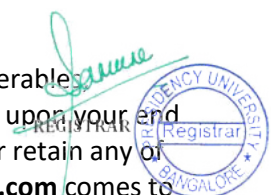
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





**Studique.com**

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1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

hr.es@edustation.co.in

- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

*Sarav*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
2	Income tax - TDS	-	-
	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
-------------------	--------------------

Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





# Studique.com

15th Cross Rd, PWD Quarters,  
1st Sector, HSR Layout,  
Bengaluru, Karnataka 560102

hr.es@edustation.co.in

## Offer letter

Bangalore

Dear Madhushree,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

### **1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### **2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

### **3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

### **4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





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## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR  




## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

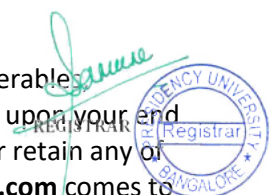
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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Bengaluru, Karnataka 560102

hr.es@edustation.co.in

- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

**CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

*Sarav*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
2	Income tax - TDS	-	-
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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
-------------------	--------------------

Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





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1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

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**Offer letter**

**Bangalore**

Dear RITHIK S,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

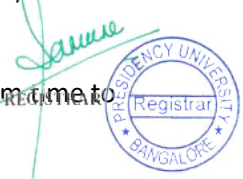
- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





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affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

- As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters pertaining to **Studique.com**, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## **14. PROTECTION OF PERSONAL DATA**

- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

- Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or process, is kept protected. Unauthorized disclosure of personal data of anyone, yourself, your colleagues, vendors, or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time.
- b.** Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c.** Lock all printouts away when not in use
- d.** Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## **17. Performance Improvement Plan**

During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

## **18. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY**

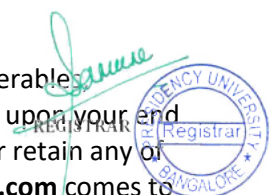
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- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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#### **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  


**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





**Offer letter**

**Bangalore**

Dear SYED USMAN,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
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- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

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- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
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#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
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## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
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- b. Other specific rules and regulations will be notified by the Company from time to time.
- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

## **13. CONFIDENTIALITY**

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- **Studique.com** adopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs.
- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## **15. USE OF SOFTWARE AND SYSTEMS ACCESS**

- You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company.

  
REGISTRAR 



## **16. DATA PROTECTION**

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- b. Do not disclose personal data without authority
- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
- c. Lock all printouts away when not in use
- d. Do not disclose your computer password to any unauthorized person.
- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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During this period, you are required to adhere and deliver the KPI (Key performance indicators) which will be communicated to you as and when this is being implemented

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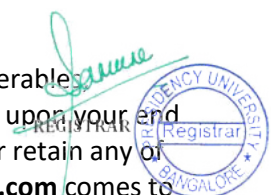
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
- Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## **19. TERMINATION OF EMPLOYMENT BY YOU**

- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **Corollary:** If during the notice period, you fail to achieve the KPIs – you have an option to move to as "Pay per Conversion" model wherein you will be eligible to receive 50% of the revenue generated and received on behalf of the company.

## **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

- You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Studique.com provided property upon your end of employment. You shall not make any copies of work products or software or retain any of **Studique.com** assets in your possession after your employment with **Studique.com** comes to an end. You understand that a breach of this obligation entitles **Studique.com** to take civil and criminal actions as applicable for recovery of its assets.





**21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc.
- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, claim damages or injunctions.
- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

**22. INDEMNIFICATIONS**

- You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause **Studique.com** financial, reputational or goodwill loss, hence you shall at all times indemnify Studique.com, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

**23. NON -SOLICITATION**

- You shall not directly or indirectly induce, influence, coerce, solicit any of **Studique.com**'s customers or employees. This restriction applies during your tenure with **Studique.com** and for a duration of two years after termination of your engagement with **Studique.com**, regardless of the reason for termination of your engagement with **Studique.com**.

**24. AMENDMENTS**

- The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules, and regulations applicable to employees. Such changes would be communicated through internal communication to the employees at large. Such changes shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

**25. EXCLUSIVE JURISDICTION**

- Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

**26. SEVERABILITY**

- If any part of this agreement is held invalid, void, or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

**27. Addendum for Sales Teams**

- ☑ The minimum target to be achieved for every calendar month will be 3X of your Cost to Company, if this target is not achieved you will automatically move to pay per performance model wherein you will receive 70% of the revenue generated for the Company.





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hr.es@edustation.co.in

- **Please note there will be 2 weeks of training of which 1 week will be unpaid and post the 2<sup>nd</sup> week it is mandatory for you to clear the certification.**
- You will be assigned basic target for you to achieve for you to get certified.
- If you do not clear the certification, you may be asked to leave the organization and the organization is not liable to pay any compensation for the training period and if you wish to continue with your job, you will be automatically moved to a consultant role and your pay-out will be paid as per 70% of revenue collected.

#### **CONFIRMATION OF ACCEPTANCE**

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within **7** days of the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  




**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deducted) to furnish his/her PAN details to the diductor (Company), failing which the diductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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1	Basic Salary	1,08,000.00	9,000.00
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3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Variable is up to	<b>2,00,000.00</b>
-------------------	--------------------

Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





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15th Cross Rd, PWD Quarters,

1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

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**Offer letter**

**Bangalore**

**Dear KOYADA SUBASH  
SUBASH RAJ,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Research Business Development Executive** with **Studique.com**, with a commencement date of **05/07/2023**. Please report to the undersigned on **05/07/2023, at 11:00 am**.

Your annual CTC (Cost to Company) will be INR **216000/-** based on the terms and conditions stated herein. Variable is up to INR **200000**.

This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

a. During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

**2. PROBATION**

a. You will be on probation for a period of 15 days during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

b. Upon successful completion of the probation period without any extension you shall be deemed to have been confirmed in the services of the Company as permanent Employee automatic.

c. Upon your successful completion of probation period and becoming a regular employee, at any point in time if you wish to leave the company due to reasons of your own, you will have to serve one month of notice period and in the event that the notice period is not served you will be required to pay compensation amounting to 1 month's salary total pay.

**3. JOB TITLE: Research Business Development Executive**

As a term of your employment from time to time you may be required to undertake such other duties as they may be commensurate with the business needs of the Company.

**4. COMPENSATION**

a. Your remuneration shall be as per Annexure titled "Annexure-1".

- Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.
- You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted in that statement.





- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
- In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourself, and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with the Company.

#### **5. SALARY REVISIONS**

- The Company may undertake a periodic review of salaries and will notify you of any amendments which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

#### **6. DEDUCTIONS FROM PAY**

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
- Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable.
- If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### **7. HOURS OF WORK**

- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

#### **8. ADDITIONAL HOURS**

- Subject to your role qualifying for overtime under applicable statutory provisions if occasions so arise when you may be required to work additional hours beyond normal hours.

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
- Subject to conditions prescribed by the law, Maternity Leave for a period of 6 months shall be available to women employees who have worked for a period of minimum of 80 days.

#### **10. PLACE OF WORK AND MOBILITY**

- Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies





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affiliated to **Studique.com**. A change of your place of residence may be required from time to time and you may be transferred from one city to another for the business needs of the Company. In case of transfer, your transfer shall be subject to the Relocation Policy.

## **11. RETIREMENT**

- Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact on the effective performance of your services.

## **12. RULES AND REGULATIONS**

- **Studique.com** is a business based on integrity and mutual trust. To maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.
- In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to Studique.com immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment.
- b. Other specific rules and regulations will be notified by the Company from time to time.
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REGISTRAR  




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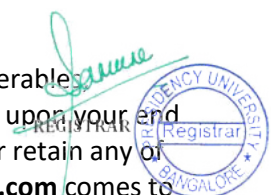
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**CONFIRMATION OF ACCEPTANCE**

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**Yours sincerely,**  
Human Resource  
**Studique.com**

  
REGISTRAR  




**ANNEXURE-1**

Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable.

- EPFO guidelines for International Worker applicable.
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Variable is up to	<b>2,00,000.00</b>
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Yours sincerely,  
Human Resource  
Studique.com  
8073845487

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



9-Mar-2023

To,

Yashas S

**RE: Offer of Internship**

Dear **Yashas**,

We are pleased to extend your Internship with ANAROCK Group Business Services Pvt. Ltd, on the terms and conditions as per attached and as follows:

1. Your internship will be for a period of (6 months) six months starting from **3-Apr-23** till **30-Sept-23**. You will be based in **Bangalore**, and you will be reporting to **Arun Balaji**.
2. You will be paid a monthly Stipend of **INR 15,000/- (Indian Rupees Fifteen Thousand)** on or before 10<sup>th</sup> of every month. After successful completion of your internship, based on your performance, you will be offered the role of Associate- Sales with an annual fixed base salary of INR 4 lakhs + Variable.
3. **PAN card** is one of the mandatory documents to be furnished by you for the purpose of your internship with us. In the event you do not furnish the PAN details, as per the applicable law, 20% towards TDS would be deducted from the monthly Stipend amount payable to you and the said deduction is irreversible.
4. During the tenure of internship, you will not be entitled to any of the company/ staff welfare/ employee benefits.
5. Your normal working days will be from Monday to Sunday with an eligibility to take 1 day off in a given week with a prior intimation to your respective team lead. The minimum working hours will be 9 hours and the shift timings will be notified by your respective team lead from time to time, as per the business requirement. However, due to business exigencies, you may be required to work beyond the normal working hours for which, you will not be paid any overtime salary.
6. You will need to put your best efforts in discharging the jobs assigned to you from time to time by your manager and you will not be entitled for any paid leaves during your internship. There will be applicable deduction in the stipend if in case you take leaves during the internship period.
7. The internship period may be extended at the end LWD depending on mutual requirement and agreement.
8. Company reserves all the rights to terminate the internship at any point of time with or without assigning any reason.
9. You must not, at any time during your period of your internship (except if required under law) or after expiry or termination thereof, divulge to any third party or otherwise make use of any trade secret or confidential information, which comes to your knowledge relating to the business of the company. You will ensure to prevent use or disclosure of such confidential information by third parties.

For the avoidance of doubt 'confidential information' includes, but is not restricted to, all documentary and other information relating to the Company's business, either in hard or soft copy, including in particular client lists, details of the company's finances, clients or suppliers, staff of the Company and its Directors or Managers. It also includes all information in respect of which the Company is bound by an obligation of confidentiality to a third party and any information that is marked, or you are told, or which ANAROCK Group Business Services Pvt. Ltd. in any manner indicates, is confidential.

10. Upon expiry or termination of the Internship you will return to the Company all the papers, documents and any other property that might come into your possession during the internship with the Company, and you will not retain any copies or extracts thereof.
11. In the event of your expiry or termination of this internship, you will be required to confirm in writing that you have returned all confidential information and property belonging to the Company, and that you have not retained any copies or circulated any copy to third parties, and that you have no further access to copies. These restrictions will cease to apply

**REGISTERED OFFICE**

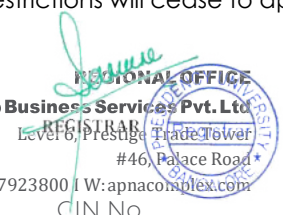
**ANAROCK Group Business Services Pvt. Ltd.**

1002 -10th Floor, B Wing, One BKC, G Block, BKC, Bandra (E)  
Mumbai 400 051 | T: +91 22 42934293 | W: apnacomplex.com  
CIN No. U74999MH2017PTC303404

**ANAROCK Group Business Services Pvt. Ltd.**

Level 6, Prestige Trade Tower  
#46, Palace Road  
Bengaluru 560001 | T: +91 8067923800 | W: apnacomplex.com  
CIN No.

U74999MH2017PTC303404



to information or knowledge which you are required to disclose by law, or which comes into the public domain otherwise than through unauthorized disclosure by you.

12. You understand and agree that all the work products / deliverables derived by you during the Term of the internship period shall be deemed to be treated as "work made for hire". You undertake to irrevocable assign all Intellectual Property rights, title and ownership in the said work products / deliverables in our favour.
13. You hereby unconditionally indemnify the Company against any claim, loss, damage, litigation, costs etc. suffered by the Company consequent to or occasioned by your breach or alleged breach of any of the terms of this engagement.
14. It is an essential condition of your employment that you must comply with all Company's existing, reviewed and new policies and procedures. Any breach of the said policies or procedures may lead to disciplinary action including but not limited to termination.
15. The Company has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with ANAROCK Group Business Services Pvt. Ltd. You are required adhere to the Internet / E-mail Acceptable Use Policy as part of your conditions of internship.
16. It is ANAROCK Group Business Services Pvt. Ltd. policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Company has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those individual who complain about sexual harassment.

In case the above terms are acceptable to you, kindly acknowledge the duplicate copy of the letter and return the same as a token of acceptance.

Thanking you and looking forward to a fruitful association with you.  
Yours sincerely,



Sukhdeep Aurora  
Chief People officer – Anarock Group

I, ....., accept the above terms and conditions of internship with ANAROCK Group Business Services Pvt Ltd.

Signature..... Date .....

**REGISTERED OFFICE**

**ANAROCK Group Business Services Pvt. Ltd.**

1002 -10th Floor, B Wing, One BKC, G Block, BKC, Bandra (E)  
Mumbai 400 051 | T: +91 22 42934293 | W: apnacomplex.com  
CIN No. U74999MH2017PTC303404

**ANAROCK Group Business Services Pvt. Ltd.**

Bengaluru 560001 | T: +91 8067923800 | W: apnacomplex.com  
CIN No.



U74999MH2017PTC303404

Date: 2/3/23

Name: POOJA

We are pleased to offer you the position of an **Advisor** at **24/7 Customer Private Limited**.

Your **Date of Joining** with the organization will be on subject to successful completion of Background verification process.

As discussed during the interview process, and confirmed by you –

1. Your starting Cost to the Company will be **INR \_\_\_\_\_** /- **Per Annum** the offer will also have details of benefits like PF, Insurance, medical, gratuity, Broadband and other perks like Subsidized cafeteria, Transport etc. will be explained during joining.
2. You will have 9 hrs. Shift including breaks with 2 weekly offs & you are expected to work from office as per the organization needs.

We are excited to have you join our team! For any further queries or clarification please reach out to FARAZ ANWAR at FARAZ.ANWAR@247.AI or 9831240055

Sincerely,

**Brian Alfred Dsouza**

**AVP- Recruitment**

**24/7 Customer Private Limited**



\* Please note this is a Letter of Intent & detailed offer letter will be shared on successful completion of background verification process.

## Document Checklist

### 1. Education certificates

- X Class & PUC / XII Class pass certificate
- Degree / Highest qualification certificates
- In case, the Degree certificate is not available, all the years / semester's mark sheets and provisional certificate needs to be provided mandatorily as a supplementary document proof for education certificate.

**Note:** All mark sheets should be supported with provisional or final certificate.

### 2. Experience certificate

- Previous employment experience certificate & last 3 months pay slip
- Service letter / Relieving letters & last 3 months pay slip.

**Note:** If you have left the previous organization recently (i.e. within 45 days/ are still in employment), please submit the appointment letter copy, last three month's pay slips (containing company name) and past 3 months bank statement with the salary credit.

On joining 247 post your background verification, we require your relieving letter/ proof of employment within 60 days of joining. This has to be submitted to your HR ER.

### 3. ID Proof & Age Proof

- Aadhar Card
- Pan Card
- 10<sup>th</sup> Certificate

### 4. Address Proof

- Aadhar Card
- Rent agreement
- Electricity Bill

\* Please note this is a Letter of Intent & detailed offer letter will be shared on successful completion of background verification process.

  
REGISTRAR  




The Pearl, 1537, 5th Main Rd,  
Rajiv Gandhi Nagar, Sector 7, HSR  
Layout, Bengaluru -560102  
[https://maps.app.goo.gl/9G9pNvJm  
eXFhXxCr5](https://maps.app.goo.gl/9G9pNvJm<br/>eXFhXxCr5).  
Ashish@codeyoung.com

## Employment Offer and Employment Agreement

13<sup>th</sup> March 2023,

Dear G P Revanth,

Further to your recent interview, conditional on and subject to no adverse findings arising from an of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **3<sup>rd</sup> April 2023**.

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
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**JOB TITLE: Inside Sales Executive.**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

**3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

**4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

**5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  




## 6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and

or  
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any

  
REGISTRAR  


of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

  
REGISTRAR  




shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore



**HR 2.01 F5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  


## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

  
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6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




**DECLARATION OF ABSENCE OF PROCEEDINGS**

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

*Sarav*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I G P Revanth,,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

The CTC provided by the company is will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee’s contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹206,300	₹17,192
2	House Rent Allowance	₹82,520	₹6,877
3	LTA	₹20,630	₹1,719
4	Special Allowances	₹67,150	₹5,596
5	Night Allowance	₹36,000	₹3,000
	<b>Gross Salary</b>	<b>₹412,600</b>	<b>₹34,383</b>
	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>CTC Total</b>	<b>436000</b>	<b>36333</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A - B</b>	<b>Net Salary</b>	<b>₹388,600</b>	<b>₹32,383</b>

With regards,

Shailendra Dhakad  
Director Codeyoung

  
 REGISTRAR  




The Pearl, 1537, 5th Main Rd,  
Rajiv Gandhi Nagar, Sector 7, HSR  
Layout, Bengaluru -560102  
[https://maps.app.goo.gl/9G9pNvJm  
eXFhXxCr5](https://maps.app.goo.gl/9G9pNvJm<br/>eXFhXxCr5).  
Ashish@codeyoung.com

## Employment Offer and Employment Agreement

13<sup>th</sup> March 2023,

Dear Tarun Kumar A,

Further to your recent interview, conditional on and subject to no adverse findings arising from an of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **3<sup>rd</sup> April 2023**.

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




**JOB TITLE: Inside Sales Executive.**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

**3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

**4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

**5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## 6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and

or  
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  


Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any

  
REGISTRAR  




of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

  
REGISTRAR  




shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
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## CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

  
REGISTRAR  






**HR 2.01 F5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
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## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

  
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PRESIDENCY UNIVERSITY  
BANGALORE

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




**DECLARATION OF ABSENCE OF PROCEEDINGS**

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Tarun Kumar A,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

A handwritten signature in green ink, appearing to read 'Tarun', is written over a circular blue stamp. The stamp contains the text 'REGISTRAR' at the top, 'PRESIDENCY UNIVERSITY' around the inner edge, 'Registrar' in the center, and 'BANGALORE' at the bottom.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  




### HR 2.01 F10 – Data Consent Form

The CTC provided by the company is will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee’s contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹206,300	₹17,192
2	House Rent Allowance	₹82,520	₹6,877
3	LTA	₹20,630	₹1,719
4	Special Allowances	₹67,150	₹5,596
5	Night Allowance	₹36,000	₹3,000
	<b>Gross Salary</b>	<b>₹412,600</b>	<b>₹34,383</b>
	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>CTC Total</b>	<b>436000</b>	<b>36333</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A - B</b>	<b>Net Salary</b>	<b>₹388,600</b>	<b>₹32,383</b>

With regards,

Shailendra Dhakad  
Director Codeyoung

  
 REGISTRAR  


10-Jul-23

**Ms. Alya Archana**

#8,6Th Cross, 3Rd Main Road, Near New  
Carmel High School Sanjeevani Nagar,  
Hegganahalli Bangalore, Karnataka,  
India-560091

**SUB: LETTER OF OFFER TO HIRE**

Dear Alya,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.



Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Siddareddygari Dilli**  
**18-4-126, Railway Colony, Tirupathi, Chittor,**  
**Andhra Pradesh, India-517501**

**SUB: LETTER OF OFFER TO HIRE**

Dear Dilli,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  


10-Jul-23

**Mr. Talari Venkata Siva Sunil**  
3-125, Maddur,Panyam, Kurnool Andhra  
Pradesh-518593

**SUB: LETTER OF OFFER TO HIRE**

Dear Sunil,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.



Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Gattu Sai Lokesh**  
25/445, Parthasaradhi Nagar, Dharmavaram,  
Anantapur Andhra Pradesh 515671

**SUB: LETTER OF OFFER TO HIRE**

Dear Lokesh,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Kopparapu Bhanu Nithin**  
**H. No. 4-201-2, Mamatha Nagar, Sri Chaithana**  
**School, Kurnool, Ashoknagar, Andhra Pradesh**  
**518005**

**SUB: LETTER OF OFFER TO HIRE**

Dear Nithin,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.


Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  




10-Jul-23

Ms. Lavanya M Y

Marigodanahalli, Kotehal Post, Nyamthi Taluk,  
Davangere 577230

**SUB: LETTER OF OFFER TO HIRE**

Dear Lavanya,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  




10-Jul-23

Ms. Neesha P

#42,Shree Beeralingeswara Krupa, 4Th A  
Cross Kanakanagar, R T Nagar Post, Bangalore  
Karnataka, India-560032

**SUB: LETTER OF OFFER TO HIRE**

Dear Neesha,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi S*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Pakkela Surya Srikar**

**D No:11-1-36, F1, Sriram Homes, 1St Line  
Pattabhipuram, Guntur, Andhra Pradesh,  
India-522006**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Srikar,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  


10-Jul-23

**Ms. Theekshnavi L**  
# 410, 17Th Cross Bembl Layout,  
Basaveshwaranagar, Bangalore - 560066

**SUB: LETTER OF OFFER TO HIRE**

Dear Theekshnavi,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi S*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

Mr. Ayush Singh

A001 Dhanush Enclave, G Ramaiyah Layout  
Vidyaranyaपुरa, Hesarghatta Main Road,  
Bangalore, Karnataka, India-560097

**SUB: LETTER OF OFFER TO HIRE**

Dear Ayush,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Gowda Akshay Kumar**

**No.15/A, 23Rd Cross, 24Th Main Road, J C  
Nagar, Kurubarahalli, Mahalakshampuram,  
Bangalore North, Karnataka - 560086**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Akshay,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  




10-Jul-23

Mr. Harshith S N

#1470, Nagaraj Building, Thindlu Main Road,  
Near Rajmurali Theater, Kodigehalli,  
Sahakaranagar, Bangalore North, Karnataka -  
560092

**SUB: LETTER OF OFFER TO HIRE**

Dear Harshith,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.



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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi S*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Ms. Harshitha K C**

**41, Kugekodi Village, Doddamolathe, Hancode,  
Somwarpet, Kodagu, Karnataka - 51236**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Harshitha,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  




10-Jul-23

**Mr. Lebaku Sravan Kumar Reddy**  
3/107-A, Kamalakur, Atlur Mandalam,  
Cuddapah, Andhra Pradesh - 516227

**SUB: LETTER OF OFFER TO HIRE**

Dear Sravan,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

Ms. Sandhya K Y

Golahalli, Anekal Taluk, Bangalore, Karnataka  
- 560010

**SUB: LETTER OF OFFER TO HIRE**

Dear Sandhya,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

  
REGISTRAR  


10-Jul-23

**Mr. Sharathkumar E T**  
**17Th Ward, Honnur Road, Ballari Dist,**  
**Huvinahadagali - 583219**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Sharath,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

  
REGISTRAR  


OL No: TN10359

Date : 27 March 2023

Dear **Vutla Ashok Narayana**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

(Candidate's Signature)

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

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10360

Date : 27 March 2023

Dear **Nandini P**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10361

Date : 27 March 2023

Dear **Shivam Narayan**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
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- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
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- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10362

Date : 27 March 2023

Dear **Kammala Harshavardhan**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)



## ANNEXURE

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Photocopies of

- 1 coloured copy of Offer Letter.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10363

Date : 27 March 2023

Dear **Abhishek B,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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

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

(Candidate's Signature)

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Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10364

Date : 27 March 2023

Dear **E Venkata Munignaneswar Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

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Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

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Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



OL No: TN10365

Date : 27 March 2023

Dear **Karthik Ram V K**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

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

(Candidate's Signature)

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

OL No: TN10366

Date : 27 March 2023

Dear **Sanivarapu Girish Kumar Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

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

(Candidate's Signature)

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

OL No: TN10367

Date : 27 March 2023

Dear **Prashanth B P**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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OJT End Date: **28 December 2023**

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

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

(Candidate's Signature)

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

(Candidate's Signature)

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

(Candidate's Signature)

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

OL No: TN10368

Date : 27 March 2023

Dear **Redrowthu Prudhvi Ganesh**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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OJT End Date: **28 December 2023**

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

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

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

(Candidate's Signature)

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

(Candidate's Signature)

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

OL No: TN10369

Date : 27 March 2023

Dear **Petnikota Sai Madhan**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

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

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

(Candidate's Signature)

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

15th December 2022

Sub: Offer of employment by Pin Click

Dear **Vamshi J V S,**

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from **7th February 2023.***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Vamshi J V S	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	7th February 2023	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>• Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No. 91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Vamshi J V S</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>7th February 2023</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>* Two-wheeler is mandatory with valid driving license</p> <p>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No. 91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No. +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



## OFFER LETTER

Date : 05-Jan-2023

Rakshitha C R

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

Dear Rakshitha C R,

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

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

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

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

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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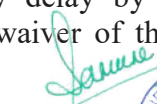


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

  
REGISTRAR  


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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
REGISTRAR  


## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

  
REGISTRAR  


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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Lakshmi Prasanna N V

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

Dear Lakshmi Prasanna N V,

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

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

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

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

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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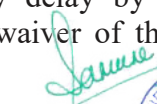


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
REGISTRAR  


## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

  
REGISTRAR  




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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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BANGALORE

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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



## OFFER LETTER

Date : 05-Jan-2023

Manjunath Janardhan Nayak

**Appointment: Business Development Associate**

Dear Manjunath Janardhan Nayak,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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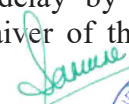


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Darshan G

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

Dear Darshan G,

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

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

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

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

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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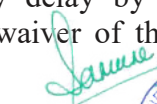


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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Registrar  
BANGALORE



## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Potineni Venkateswarlu

**Appointment: Business Development Associate**

Dear Potineni Venkateswarlu,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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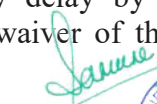


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
REGISTRAR  


## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

  
REGISTRAR  




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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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



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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Anjan S Chavan

**Appointment: Business Development Associate**

Dear Anjan S Chavan,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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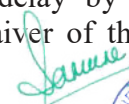


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

### 1. NON-SOLICITATION

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Anujna Y M

**Appointment: Business Development Associate**

Dear Anujna Y M,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

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### 5. Emoluments and taxes

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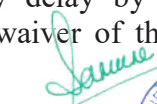


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

### 1. NON-SOLICITATION

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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



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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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



## OFFER LETTER

Date : 05-Jan-2023

Dhanyatha R

**Appointment: Business Development Associate**

Dear Dhanyatha R,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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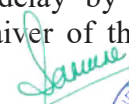


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

### 1. NON-SOLICITATION

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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



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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

Kondapalli Shiridi Krishna

**Appointment: Business Development Associate**

Dear Kondapalli Shiridi Krishna,

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

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

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

### 2. Place of work

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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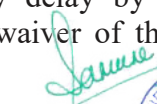


## 6. Notice Periods

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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



## OFFER LETTER

Date : 05-Jan-2023

Shaikh Adnan Zakirhusain

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

Dear Shaikh Adnan Zakirhusain,

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

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

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

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

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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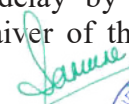


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

### 1. NON-SOLICITATION

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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

## 12. Intellectual property

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

## 13. Notices

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

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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


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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

## OFFER LETTER

Date : 05-Jan-2023

A Naveenkumar

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

Dear A Naveenkumar,

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

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

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

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

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

  
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### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

  
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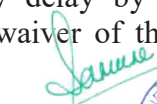


## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

### 1. NON-SOLICITATION

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

  
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## 2. NON-COMPETE

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

## 10. Publication

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

## 11. Confidentiality

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## 13. Notices

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

#### 14. Retirement

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

#### 15. Conditions

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

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

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

#### 17. Leave Entitlement

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



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## 18. BYOD Framework

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

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



Dinesh Singh  
Head of Human Resource  
SkillVertex

I accept the above-mentioned terms and conditions.

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

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

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

  
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## ANNEXURE

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

DATE: 06/06/2023

**Sub:- Letter of Offer**

**To: BATCHU KAVYA**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development (Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

You are requested to send your formal acceptance for this letter by the end of the day of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

It is hereby stated this letter of offer is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.

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- 1.Passport Size Photo-1
- 2.Pan Card
- 3.Aadhaar Card (front and back) With linked active Mobile Number.
- 4.Educational Mark-sheets & Certificates
- 5.Cancel Cheque/Bank Statement (Anyone)



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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)**



DATE: 06/06/2023

**Sub:- Letter of Offer**

**To:** SHAIK MOHAMMED INTHIYAZ

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: G MANIKANTA**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: PRANEETH MADHAVAN**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

Your designation in the company will **Business development (Education sector)**. For six month you will get 7k Including PLI PM. Than After successful completion of six months Your salary will be upto 3.5LPA.

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: PRAVEEN M**

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** MOHAMMED JAVED

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: K RAJESHWARI**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** KANTHURI YADU VAMSI

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: P S VARUN**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: VAIBHAV H**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** HARSHINI S

Thank you for exploring career opportunities with Employment Express VerbandLLP. You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 12/06/2023

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BANGALORE

DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** VEDA BHARATH NAIK MUDE

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17545827

21-Jun-2023

Maria Daphnie T

**India - Bengaluru**

**Offer - Appointment Letter**

Dear Maria Daphnie T,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as **Engineering Trainee**. The terms in this agreement shall be effective as of the Date of Joining (as defined below)

- 1) **26-Jul-2023**. This employment offer is valid for fifteen (15) calendar days from the date of offer. If the company does not receive any confirmation from you or receive the documents which has been requested within the stipulated time, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
- 2) You will be based at **India - Bengaluru** location. You are, however, liable to be transferred to any of our establishments/locations in India, or overseas or to any subsidiary or associate company, whether existing now or still to be formed. Such transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
- 3) Your annual compensation will be INR 3,15,534 and in addition, you will be eligible for Bonus INR 9,466 the details of which are outlined in the Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
- 4) You will also be covered by Provident Fund, Gratuity, Medical and other schemes of the company as applicable to your category that are in

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force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.

- 5) Training: You will undergo Company defined training program immediately after your joining. Your training will include classroom and on-the-job trainings. The duration of the training will be based on the business requirement. Your continuation of employment will be based on successful completion of the training program. Upon successful completion of training, you will be entitled for a Level and designation change in line with the Career Architecture Framework.
- 6) Notice Period: You & the Company will be mutually be required to give 30 Days notice to terminate this employment contract post joining. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the notice period days, , the remaining part of notice period days would be adjusted against the existing leave balance or an equivalent of Basic and HRA. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other instances, the Company reserves the right to terminate the appointment by giving 30 Days notice or payment of Basic and HRA in lieu of notice.
- 7) Leave: You will be entitled to an equivalent of 21 working days in a calendar year (January till December). This translates to 1.75 days per month and would be prorated based on your date of joining the Company.
- 8) Unauthorized Absenteeism: You agree that all/any unplanned/unauthorized leave for 3 (three) or more consecutive working days without prior intimation will be deemed as 'Abandonment of Services' (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if



any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.

- 9) Retirement: You will retire from the employment of the company in the month in which you attain 58 years of age. The age will be calculated based on the date of birth declared by you and mentioned in employment records.
- 10) Confidentiality: During your employment with the Company, you will be exposed to confidential information regarding the Company, our customers, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) to operations, know-how, secrets etc. that you may come to acquire as an employee of the company any unauthorized person, nor use for any purpose other than Company's during the period of your employment with us, or thereafter.
- 11) The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution, and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/Non-Disclosure Agreement (NDA) at the time of joining.
- 12) You shall maintain and protect the assets, properties, facilities, software, and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.
- 13) You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or



letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.

- 14) You will be governed by the Rules, Regulations and Policies & Processes of the Company as are in force at present and / or as may be introduced from time to time.
- 15) You shall be responsible for the use of Email facilities provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory or indecent messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent, and received through the emails on all such equipments' made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of employment.
- 16) You are requested to submit the following certified copies at the time of joining:
  - Proof of Date
  - Indian Driving License with Clear Photograph
  - Indian Passport Copy with Clear Photograph
  - Any Document as recognized by the Union of India to substantiate and prove your Indian citizenship, which include Aadhar Card/Voter's ID Card etc
- 17) You will not take up any employment or assignment remunerative or honorarium with any other organization, body, or person without the consent of the Management in writing during the tenure of your service with us.



- 18) The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development, Company will require you to sign a service agreement to serve the Company for a specific minimum period of time after receiving such training. The details of this agreement shall be spelt out at the time of nominating you to such training and will cover both direct and indirect cost of such training.
- 19) Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application form, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.
- 20) Notwithstanding your obligation to provide accurate information/records about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information/records you have given to the Company, and to verify whether you have a criminal record or a record of any indiscipline or misconduct with previous employer/s. If such verification proves data inaccuracy, forgery, criminal record, termination based on indiscipline/misconduct and/or non-satisfactory performance you agree to forfeit all monetary and non-monetary benefits as was applicable/accrued. By signing this letter, you shall be deemed to have agreed to conduct the 'background check verification' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.
- 21) Any future changes in the Company policies, Benefits rules & regulations will supersede the points mentioned in this letter.

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Bangalore High Court / Bangalore Courts.

We welcome you to Microland Limited and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,  
**For Microland Limited,**



**Srinivasan T R**  
Chief People Officer



**Declaration:** "I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."


**Read, understood and agreed.**

**Name:** Maria Daphnie T

*Maria Daphnie T*  
**Signature:**

*22-06-2023*  
**Date:**

**Annexure - A**

Name :	Maria Daphnie T	
Designation :	<b>Engineering Trainee</b>	
Level :	PT	
Location :	<b>India - Bengaluru</b>	
Notice Period :	30 Days	
<b>Components</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>
Basic	16,255	1,95,060
House Rent Allowance	6,502	78,024
Flexible Benefit Plan [1]	805	9,661
<b>GROSS</b>	<b>23,562</b>	<b>2,82,745</b>
PF - Company's Contribution @ 12% of Basic [2]	1,950	23,407
Gratuity	782	9,382
<b>COST TO COMPANY (CTC)</b>	<b>26,294</b>	<b>3,15,534</b>
Bonus 1		9,466
<b>TOTAL EARNING POTENTIAL (TEP)</b>	<b>27,083</b>	<b>3,25,000</b>
Group Medical Coverage Premium [Company borne] [4]		8,183
<b>TOTAL EARNING POTENTIAL + Benefits (TEPB)</b>		<b>3,33,183</b>
<b>BENEFITS</b>		<b>Insured Amount (₹)</b>
Group Medical Insurance Scheme for Self, Spouse & 2 Dependent Children		4,00,000
Group Personal Accident Insurance		2 * Annual CTC (minimum of 10,00,000)
Group Term Life Insurance		3 * Annual CTC (minimum of 16,00,000)
 <b>Srinivasan T R</b> <b>Chief People Officer</b>		
Accepted By - Maria Daphnie T:	Signature: <i>Maria Daphnie T</i>	Date: 21-Jun-2023

**Annexure - A (continued)**

1. Payable monthly, as per your customized allocation towards: Leave Travel Allowance (LTA), Conveyance, Medical, Vehicle, Meal Vouchers, Child Education. enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be paid out as Special Allowance.
2. An equal amount, will be deducted, as your contribution, as per Provident Fund (PF) guidelines.
3. Bonus 1 Payable annually, if eligible, based on your and your unit's Performance measured during the Appraisal Cycle and Target Achievements as per KRAs set for the Performance Evaluation Year, on a pro-rata basis.
4. Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted monthly.  
GMC Parental - Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted on a monthly basis.



17545930

13-Jun-2023

AANCHAL

**India - Bengaluru**

**Offer - Appointment Letter**

Dear AANCHAL,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as **Engineering Trainee**. The terms in this agreement shall be effective as of the Date of Joining (as defined below)

- 1) **26-Jul-2023**. This employment offer is valid for fifteen (15) calendar days from the date of offer. If the company does not receive any confirmation from you or receive the documents which has been requested within the stipulated time, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
- 2) You will be based at **India - Bengaluru** location. You are, however, liable to be transferred to any of our establishments/locations in India, or overseas or to any subsidiary or associate company, whether existing now or still to be formed. Such transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
- 3) Your annual compensation will be INR 3,15,534 and in addition, you will be eligible for Bonus INR 9,466 the details of which are outlined in the Annexure - A. This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so.
- 4) You will also be covered by Provident Fund, Gratuity, Medical and other schemes of the company as applicable to your category that are in

  
REGISTRAR  


force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.

- 5) Training: You will undergo Company defined training program immediately after your joining. Your training will include classroom and on-the-job trainings. The duration of the training will be based on the business requirement. Your continuation of employment will be based on successful completion of the training program. Upon successful completion of training, you will be entitled for a Level and designation change in line with the Career Architecture Framework.
- 6) Notice Period: You & the Company will be mutually be required to give 30 Days notice to terminate this employment contract post joining. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the notice period days, , the remaining part of notice period days would be adjusted against the existing leave balance or an equivalent of Basic and HRA. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other instances, the Company reserves the right to terminate the appointment by giving 30 Days notice or payment of Basic and HRA in lieu of notice.
- 7) Leave: You will be entitled to an equivalent of 21 working days in a calendar year (January till December). This translates to 1.75 days per month and would be prorated based on your date of joining the Company.
- 8) Unauthorized Absenteeism: You agree that all/any unplanned/unauthorized leave for 3 (three) or more consecutive working days without prior intimation will be deemed as 'Abandonment of Services' (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if

any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.

- 9) Retirement: You will retire from the employment of the company in the month in which you attain 58 years of age. The age will be calculated based on the date of birth declared by you and mentioned in employment records.
- 10) Confidentiality: During your employment with the Company, you will be exposed to confidential information regarding the Company, our customers, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) to operations, know-how, secrets etc. that you may come to acquire as an employee of the company any unauthorized person, nor use for any purpose other than Company's during the period of your employment with us, or thereafter.
- 11) The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution, and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/Non-Disclosure Agreement (NDA) at the time of joining.
- 12) You shall maintain and protect the assets, properties, facilities, software, and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.
- 13) You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or

letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.

- 14) You will be governed by the Rules, Regulations and Policies & Processes of the Company as are in force at present and / or as may be introduced from time to time.
- 15) You shall be responsible for the use of Email facilities provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory or indecent messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent, and received through the emails on all such equipments' made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of employment.
- 16) You are requested to submit the following certified copies at the time of joining:
  - Proof of Date
  - Indian Driving License with Clear Photograph
  - Indian Passport Copy with Clear Photograph
  - Any Document as recognized by the Union of India to substantiate and prove your Indian citizenship, which include Aadhar Card/Voter's ID Card etc
- 17) You will not take up any employment or assignment remunerative or honorarium with any other organization, body, or person without the consent of the Management in writing during the tenure of your service with us.

- 18) The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development, Company will require you to sign a service agreement to serve the Company for a specific minimum period of time after receiving such training. The details of this agreement shall be spelt out at the time of nominating you to such training and will cover both direct and indirect cost of such training.
- 19) Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application form, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have willfully suppressed material information, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.
- 20) Notwithstanding your obligation to provide accurate information/records about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information/records you have given to the Company, and to verify whether you have a criminal record or a record of any indiscipline or misconduct with previous employer/s. If such verification proves data inaccuracy, forgery, criminal record, termination based on indiscipline/misconduct and/or non-satisfactory performance you agree to forfeit all monetary and non-monetary benefits as was applicable/accrued. By signing this letter, you shall be deemed to have agreed to conduct the 'background check verification' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.
- 21) Any future changes in the Company policies, Benefits rules & regulations will supersede the points mentioned in this letter.

  
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Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Bangalore High Court / Bangalore Courts.

We welcome you to Microland Limited and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,  
**For Microland Limited,**



**Srinivasan T R**  
Chief People Officer



**Declaration:** "I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

**Read, understood and agreed.**



**Name:** AANCHAL

**Signature:** 

**Date:** 13/06/2023



**Annexure - A**

Name :	AANCHAL	
Designation :	<b>Engineering Trainee</b>	
Level :	PT	
Location :	<b>India - Bengaluru</b>	
Notice Period :	30 Days	
<b>Components</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>
Basic	16,255	1,95,060
House Rent Allowance	6,502	78,024
Flexible Benefit Plan [1]	805	9,661
<b>GROSS</b>	<b>23,562</b>	<b>2,82,745</b>
PF - Company's Contribution @ 12% of Basic [2]	1,950	23,407
Gratuity	782	9,382
<b>COST TO COMPANY (CTC)</b>	<b>26,294</b>	<b>3,15,534</b>
Bonus1 [3]		9,466
<b>TOTAL EARNING POTENTIAL (TEP)</b>	<b>27,083</b>	<b>3,25,000</b>
Group Medical Coverage Premium [Company borne] [4]		8183
<b>TOTAL EARNING POTENTIAL + Benefits (TEPB)</b>		<b>3,33,183</b>
<b>BENEFITS</b>		<b>Insured Amount (₹)</b>
Group Medical Insurance Scheme for Self, Spouse & 2 Dependent Children		4,00,000
Group Personal Accident Insurance		2 * Annual CTC (minimum of 10,00,000)
Group Term Life Insurance		3 * Annual CTC (minimum of 16,00,000)
 <b>Srinivasan T R</b> <b>Chief People Officer</b>		
Accepted By - AANCHAL:	Signature: 	Date: 13-Jun-2023

### Annexure - A (continued)

1. Payable monthly, as per your customized allocation towards: Leave Travel Allowance (LTA), Conveyance, Medical, Vehicle, Meal Vouchers, Child Education. enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be paid out as Special Allowance.
2. An equal amount, will be deducted, as your contribution, as per Provident Fund (PF) guidelines.
3. Payable annually, if eligible, based on your and your unit's Performance measured during the Appraisal Cycle and Target Achievements as per KRAs set for the Performance Evaluation Year, on a prorata basis.
4. Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted monthly.  
GMC Parental - Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted on a monthly basis.

**September 30, 2022**

**Manohara S**

Dear Manohara S,

**EMPLOYMENT OFFER**

We are glad to inform you that you have been selected to work with Tricon Infotech Pvt. Ltd. in the capacity of an **Associate Software Engineer** and we wish you a long and meaningful career with us.

Your total compensation inclusive of all benefits will be **Rs.5,50,000/- per annum** and will subject to a deduction of tax at source in accordance with the prevailing laws. Details of your "Annual Compensation" are attached herewith in Annexure A. At the time of joining, you are requested to submit the documents as per Annexure B.

*Kindly note that the Compensation structure is **Strictly Confidential**, and you are strongly advised to refrain from discussing the same with your colleagues. Any breach in the Confidentiality nature of the Compensation structure is not acceptable.*

Your location of reporting, training and work will be **Bangalore, India** and your date of joining will be confirmed by the end of **June 2023**. On successful completion of your training, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

You will be on probation for an initial period of 6-9 months. Your confirmation is subject to evaluation of performance, which will happen at the beginning of January / April / July / October, as the case may be, subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay certain amount (information in available on Annexure A) towards this expenditure.

Please note that the offer and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears at the time of joining and having minimum of 65% aggregate.
- Satisfactory evaluation after probation.

  
REGISTRAR  


Kindly send your acceptance of this offer by replying to the email. If not accepted within 1 week, this offer is liable to lapse at the discretion of Tricon Infotech. On your acceptance of this offer, a formal letter of appointment will be issued to you at the time of joining. Your employment will be governed by the rules, regulations, and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Tricon Infotech is a growing and ever-expanding organization. The future of the company is limitless. We know you will enjoy working with us and we look forward to a long association together.

**Yours Sincerely,  
FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar  
Chief People Officer**

**Accepted:**

**Manohara S**

Annexure -A		
<b>Name</b>	Manohara S	
<b>Designation</b>	Associate Software Engineer	
<b>Total Fixed Compensation</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	20626	247512
VDA	2233	26796
House Rent Allowance	9144	109728
LTA	2286	27432
Other Allowance	3557	42684
<b>(A). Total Net Salary</b>	<b>37846</b>	<b>454152</b>
<b>Additional Benefits</b>		
EPF	1800	21600
Gratuity as per PG Act	1099	13188
Group Insurance Premium	506	6072
<b>(B). Total Benefits</b>	<b>3405</b>	<b>40860</b>
<b>(C). Total Fixed Salary (A+B)</b>	<b>41251</b>	<b>495012</b>
<b>(D). Annual Performance Pay</b>	<b>4583</b>	<b>54996</b>
<b>Total CTC (C + D)</b>	<b>45834</b>	<b>550008</b>

\* As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period 2 years after joining, failing which, you (and your surety) will be liable to pay Tricon Infotech Rs.1,00,000/- (One Lakhs) towards this expenditure.

Group Insurance Premium amount mentioned above is an approximate quote for the individual, inclusion of the dependents will be at an additional cost.

The actual payout of the performance pay will vary based on the Individual Performance. It will be decided by your delivery manager/account manager. It will be based on your performance, contribution towards business growth, contribution to project success, client interactions, client appreciation and certifications obtained. It will also vary based on the Business Unit Performance. The complete performance parameters for this component would be communicated to you by your direct Manager. The performance pay amount is liable to have both upsides and downsides as per the Company policy. This means that you can either get more or less, depending on your performance. The performance pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. Evaluation period for performance pay will be one year and it will be paid on the completion of one year service. Please note that to be eligible for payment of the given mentioned component for a given evaluation period, you need to be on the rolls of the company as on the date of distribution of this component.

**Yours Sincerely,**  
**FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar**  
**Chief People Officer**

**Accepted:**

**Manohara S**  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





## ANNEXURE – B

Please submit the originals and two sets of photocopies of the following documents. All your originals will be returned after verification by Human Resources Department on the same day and copies will be retained for HR records.

1. Date of Birth proof.
2. Educational mark sheets (all semester/year mark sheets) - 10th Standard to highest degree attained.

(Photocopies should be including both front and back sides of the mark sheets and certificates)

3. Four copies of your recent Passport size color photograph.
4. Proof of identity – Aadhar Card and PAN card.
5. Address proof (current or permanent) - most recent BSNL phone bill, Electricity bill, Water bill, Rental Agreement

Ration card or Passport. If any of these documents are not on your name, same can be produced on your parent's name.

**Note:** Please note that all the above documents are mandatory, and we will not be in a position to complete joining formalities without these documents.

In case of any query, kindly keep in touch.

**Lakshmi Vishwanath**

E-Mail: [lakshmi.vishwanath@triconinfotech.com](mailto:lakshmi.vishwanath@triconinfotech.com)

**Shanthala Hegde**

E-Mail: [shanthala.hegde@triconinfotech.com](mailto:shanthala.hegde@triconinfotech.com)



REGISTRAR



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**September 30, 2022**

**Mohammed Jalal**

Dear Mohammed Jalal,

**EMPLOYMENT OFFER**

We are glad to inform you that you have been selected to work with Tricon Infotech Pvt. Ltd. in the capacity of an **Associate Software Engineer** and we wish you a long and meaningful career with us.

Your total compensation inclusive of all benefits will be **Rs.5,50,000/- per annum** and will subject to a deduction of tax at source in accordance with the prevailing laws. Details of your "Annual Compensation" are attached herewith in Annexure A. At the time of joining, you are requested to submit the documents as per Annexure B.

*Kindly note that the Compensation structure is **Strictly Confidential**, and you are strongly advised to refrain from discussing the same with your colleagues. Any breach in the Confidentiality nature of the Compensation structure is not acceptable.*

Your location of reporting, training and work will be **Bangalore, India** and your date of joining will be confirmed by the end of **June 2023**. On successful completion of your training, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

You will be on probation for an initial period of 6-9 months. Your confirmation is subject to evaluation of performance, which will happen at the beginning of January / April / July / October, as the case may be, subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay certain amount (information in available on Annexure A) towards this expenditure.

Please note that the offer and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears at the time of joining and having minimum of 65% aggregate.
- Satisfactory evaluation after probation.

  
REGISTRAR  


Kindly send your acceptance of this offer by replying to the email. If not accepted within 1 week, this offer is liable to lapse at the discretion of Tricon Infotech. On your acceptance of this offer, a formal letter of appointment will be issued to you at the time of joining. Your employment will be governed by the rules, regulations, and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Tricon Infotech is a growing and ever-expanding organization. The future of the company is limitless. We know you will enjoy working with us and we look forward to a long association together.

**Yours Sincerely,  
FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar  
Chief People Officer**

**Accepted:**

**Mohammed Jalal**

Annexure -A		
<b>Name</b>	Mohammed Jalal	
<b>Designation</b>	Associate Software Engineer	
<b>Total Fixed Compensation</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	20626	247512
VDA	2233	26796
House Rent Allowance	9144	109728
LTA	2286	27432
Other Allowance	3557	42684
<b>(A). Total Net Salary</b>	<b>37846</b>	<b>454152</b>
<b>Additional Benefits</b>		
EPF	1800	21600
Gratuity as per PG Act	1099	13188
Group Insurance Premium	506	6072
<b>(B). Total Benefits</b>	<b>3405</b>	<b>40860</b>
<b>(C). Total Fixed Salary (A+B)</b>	<b>41251</b>	<b>495012</b>
<b>(D). Annual Performance Pay</b>	<b>4583</b>	<b>54996</b>
<b>Total CTC (C + D)</b>	<b>45834</b>	<b>550008</b>

\* As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period 2 years after joining, failing which, you (and your surety) will be liable to pay Tricon Infotech Rs.1,00,000/- (One Lakhs) towards this expenditure.

Group Insurance Premium amount mentioned above is an approximate quote for the individual, inclusion of the dependents will be at an additional cost.

The actual payout of the performance pay will vary based on the Individual Performance. It will be decided by your delivery manager/account manager. It will be based on your performance, contribution towards business growth, contribution to project success, client interactions, client appreciation and certifications obtained. It will also vary based on the Business Unit Performance. The complete performance parameters for this component would be communicated to you by your direct Manager. The performance pay amount is liable to have both upsides and downsides as per the Company policy. This means that you can either get more or less, depending on your performance. The performance pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. Evaluation period for performance pay will be one year and it will be paid on the completion of one year service. Please note that to be eligible for payment of the given mentioned component for a given evaluation period, you need to be on the rolls of the company as on the date of distribution of this component.

**Yours Sincerely,**  
**FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar**  
**Chief People Officer**

**Accepted:**

**Mohammed Jalal**




REGISTRAR  
 REGISTRAR  
 PRESIDENCY UNIVERSITY  
 BANGALORE

## ANNEXURE – B

Please submit the originals and two sets of photocopies of the following documents. All your originals will be returned after verification by Human Resources Department on the same day and copies will be retained for HR records.

1. Date of Birth proof.
2. Educational mark sheets (all semester/year mark sheets) - 10th Standard to highest degree attained.

(Photocopies should be including both front and back sides of the mark sheets and certificates)

3. Four copies of your recent Passport size color photograph.
4. Proof of identity – Aadhar Card and PAN card.
5. Address proof (current or permanent) - most recent BSNL phone bill, Electricity bill, Water bill, Rental Agreement

Ration card or Passport. If any of these documents are not on your name, same can be produced on your parent's name.

**Note:** Please note that all the above documents are mandatory, and we will not be in a position to complete joining formalities without these documents.

In case of any query, kindly keep in touch.

**Lakshmi Vishwanath**

E-Mail: [lakshmi.vishwanath@triconinfotech.com](mailto:lakshmi.vishwanath@triconinfotech.com)

**Shanthala Hegde**

E-Mail: [shanthala.hegde@triconinfotech.com](mailto:shanthala.hegde@triconinfotech.com)



REGISTRAR



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**September 30, 2022**

**Pooja J**

Dear Pooja J,

**EMPLOYMENT OFFER**

We are glad to inform you that you have been selected to work with Tricon Infotech Pvt. Ltd. in the capacity of an **Associate Software Engineer** and we wish you a long and meaningful career with us.

Your total compensation inclusive of all benefits will be **Rs.5,50,000/- per annum** and will subject to a deduction of tax at source in accordance with the prevailing laws. Details of your "Annual Compensation" are attached herewith in Annexure A. At the time of joining, you are requested to submit the documents as per Annexure B.

*Kindly note that the Compensation structure is **Strictly Confidential**, and you are strongly advised to refrain from discussing the same with your colleagues. Any breach in the Confidentiality nature of the Compensation structure is not acceptable.*

Your location of reporting, training and work will be **Bangalore, India** and your date of joining will be confirmed by the end of **June 2023**. On successful completion of your training, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

You will be on probation for an initial period of 6-9 months. Your confirmation is subject to evaluation of performance, which will happen at the beginning of January / April / July / October, as the case may be, subsequent to completion of the probation period. Your services will be confirmed, extended, or terminated in writing. Till such letter is issued, you will continue to be on probation.

As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay certain amount (information in available on Annexure A) towards this expenditure.

Please note that the offer and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears at the time of joining and having minimum of 65% aggregate.
- Satisfactory evaluation after probation.

  
REGISTRAR  




Kindly send your acceptance of this offer by replying to the email. If not accepted within 1 week, this offer is liable to lapse at the discretion of Tricon Infotech. On your acceptance of this offer, a formal letter of appointment will be issued to you at the time of joining. Your employment will be governed by the rules, regulations, and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Tricon Infotech is a growing and ever-expanding organization. The future of the company is limitless. We know you will enjoy working with us and we look forward to a long association together.

**Yours Sincerely,  
FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar  
Chief People Officer**

**Accepted:**

**Pooja J**

Annexure -A		
<b>Name</b>	Pooja J	
<b>Designation</b>	Associate Software Engineer	
<b>Total Fixed Compensation</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	20626	247512
VDA	2233	26796
House Rent Allowance	9144	109728
LTA	2286	27432
Other Allowance	3557	42684
<b>(A). Total Net Salary</b>	<b>37846</b>	<b>454152</b>
<b>Additional Benefits</b>		
EPF	1800	21600
Gratuity as per PG Act	1099	13188
Group Insurance Premium	506	6072
<b>(B). Total Benefits</b>	<b>3405</b>	<b>40860</b>
<b>(C). Total Fixed Salary (A+B)</b>	<b>41251</b>	<b>495012</b>
<b>(D). Annual Performance Pay</b>	<b>4583</b>	<b>54996</b>
<b>Total CTC (C + D)</b>	<b>45834</b>	<b>550008</b>

\* As Tricon Infotech will be incurring considerable expenditure during your probation in familiarizing you the latest technologies, you will be required to execute an agreement, to serve Tricon Infotech for a minimum period 2 years after joining, failing which, you (and your surety) will be liable to pay Tricon Infotech Rs.1,00,000/- (One Lakhs) towards this expenditure.

Group Insurance Premium amount mentioned above is an approximate quote for the individual, inclusion of the dependents will be at an additional cost.

The actual payout of the performance pay will vary based on the Individual Performance. It will be decided by your delivery manager/account manager. It will be based on your performance, contribution towards business growth, contribution to project success, client interactions, client appreciation and certifications obtained. It will also vary based on the Business Unit Performance. The complete performance parameters for this component would be communicated to you by your direct Manager. The performance pay amount is liable to have both upsides and downsides as per the Company policy. This means that you can either get more or less, depending on your performance. The performance pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. Evaluation period for performance pay will be one year and it will be paid on the completion of one year service. Please note that to be eligible for payment of the given mentioned component for a given evaluation period, you need to be on the rolls of the company as on the date of distribution of this component.

**Yours Sincerely,**  
**FOR TRICON INFOTECH PVT. LTD.**



**Arpana Parasar**  
**Chief People Officer**

**Accepted:**

**Pooja J**



## ANNEXURE – B

Please submit the originals and two sets of photocopies of the following documents. All your originals will be returned after verification by Human Resources Department on the same day and copies will be retained for HR records.

1. Date of Birth proof.
2. Educational mark sheets (all semester/year mark sheets) - 10th Standard to highest degree attained.

(Photocopies should be including both front and back sides of the mark sheets and certificates)

3. Four copies of your recent Passport size color photograph.
4. Proof of identity – Aadhar Card and PAN card.
5. Address proof (current or permanent) - most recent BSNL phone bill, Electricity bill, Water bill, Rental Agreement

Ration card or Passport. If any of these documents are not on your name, same can be produced on your parent's name.

**Note:** Please note that all the above documents are mandatory, and we will not be in a position to complete joining formalities without these documents.

In case of any query, kindly keep in touch.

**Lakshmi Vishwanath**

E-Mail: [lakshmi.vishwanath@triconinfotech.com](mailto:lakshmi.vishwanath@triconinfotech.com)

**Shanthala Hegde**

E-Mail: [shanthala.hegde@triconinfotech.com](mailto:shanthala.hegde@triconinfotech.com)



REGISTRAR



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Date: 20th March 2023

Name of Candidate: **Ms. Aishwarya Saxena**

Subject: Offer Letter

Dear **Aishwarya**,

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

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

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

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

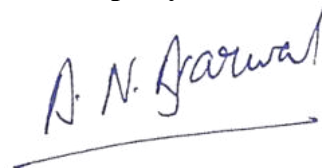
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Aishwarya Saxena**

  
REGISTRAR  


**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Faizan Ahmed Shariff**

Subject: Offer Letter

Dear **Faizan**,

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

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

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

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

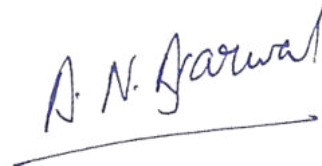
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Faizan Ahmed Shariff**


REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Ms. Bindushree V**

Subject: Offer Letter

Dear **Bindushree**,

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

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

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

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

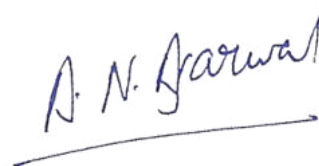
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Bindushree V**

  
REGISTRAR  


**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. J Bharath**

Subject: Offer Letter

Dear **Bharath**,

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

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

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

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

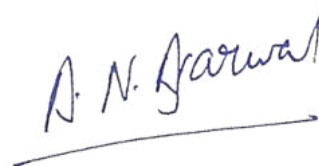
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. J Bharath**

  
REGISTRAR  


**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Vakalapudi Aditya**

Subject: Offer Letter

Dear **Vakalapudi**,

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

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

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

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

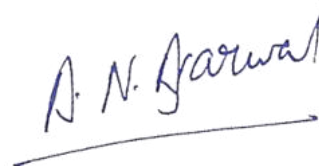
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Vakalapudi Aditya**

  
REGISTRAR  




**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Varun Cm**

Subject: Offer Letter

Dear **Varun**,

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

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

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

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

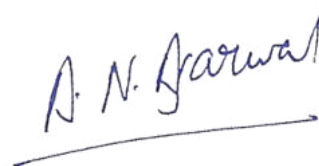
Your proposed date of Joining is **10th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Varun Cm**

  
REGISTRAR  


**Annexure I**

Earnings	Per Month	Annually
Basic Salary	17080	204960
HRA	6832	81984
Conveyance	800	9600
Others	3288	39456
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<b>Total CTC (Including Incentive)</b>	<b>68000</b>	<b>816000</b>

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Suhith Raj**

Subject: Offer Letter

Dear **Suhith**,

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

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

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

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

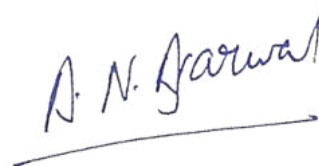
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Suhith Raj**

  
REGISTRAR  


**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Lajin Bhaskar Lal**

Subject: Offer Letter

Dear **Lajin**,

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

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

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

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

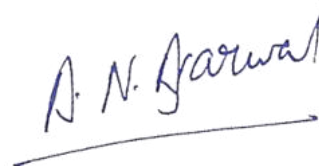
Your proposed date of Joining is **10th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Lajin Bhaskar Lal**

  
REGISTRAR  




**Annexure I**

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

**Note: -**

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

  
REGISTRAR 

Date: 20th March 2023

Name of Candidate: **Mr. Thirumalai Srinivasan P**

Subject: Offer Letter

Dear **Thirumalai**,

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

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

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

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

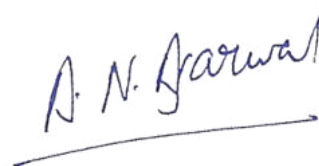
Your proposed date of Joining is **05th July 2023**.

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

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

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

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



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Thirumalai Srinivasan P**

  
REGISTRAR  


**Annexure I**

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

**Note: -**

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

  
REGISTRAR 



## Offer Letter

Date : Tuesday, March 28, 2023

Dear **Mohammed Muzammil Patvegar**,

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

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

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

### Position Details and Compensation Overview

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

**Fixed Compensation:** ₹ 350000

**Variable Compensation:** ₹ 0

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

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

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

Best Regards,

  
REGISTRAR

**Annexure - A**

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

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

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

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

**Bonuses (As Applicable)**

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

**Key Points**

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

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

- Provident Fund

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

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

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

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

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

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

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

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

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

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

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

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

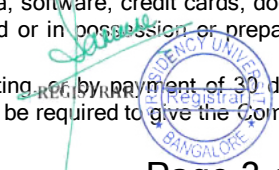
8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

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

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

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

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





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

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

#### Annexure - B

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

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

#### General Guidelines

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

  
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Annual base salary

**INR 325,000**

## Abhishekh Kumar, are you ready to shape a brighter way?

At JLL, shaping a brighter way is about empowering our clients, ourselves, and our fellow employees to thrive. We're extending this exciting job offer to help you strengthen and advance your career.

We know you can help us shape the future of real estate for a better world. To do that, we're offering you the following pay and benefits as well as membership in a diverse, global community that supports each other's wellbeing and champions inclusivity and belonging across teams.

Job title: **Technical Executive**

Start date: **July 12, 2023**

Line manager: **Arvind Narayan**

Location: **Bengaluru**

Hours of work, per week: **48**

Annual leave entitlement, days per year: **15**

### Benefits

#### Health & Wellbeing

- Group Medical Coverage (GMC) Default plan : Option of INR 300,000 that covers self, spouse, children and parents / in-laws
- Employee Assistance Programme (EAP) : Santulan

#### Lifestyle

- Crèche Benefit : To help the returning mothers (nursing/adopting mothers) achieve their career aspirations, we tied-up with KLAY and Medhaam Prep Schools and Day Care to take care of their kids while they are at work
- Co-Parenting Leave : 10 Days

#### Stability

- Gratuity : To be paid to the employee upon the termination of their employment after they have rendered at least 5 years continuous service
- Employees' Provident Fund (EPF) : PF deduction for employees with a basic salary less than INR 15,000 per month will be calculated on basic salary + fixed allowances to the extent of INR 15,000. In cases where basic is more than INR 15,000 per month, to calculate PF, basic will be capped at INR 15,000 per month.

#### Security

- Term Life Insurance : 2 x ABS (Minimum of INR 700,000 and Maximum of INR 10,000,000)
- Personal Accident Insurance : 2 x ABS (Minimum of INR 500,000 and Maximum of INR 3,000,000)



## Remuneration

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	18,260	219,120
House Rent Allowance *	3,371.33	40,456
Statutory Bonus	3,652	43,824
<b>Gross Salary (Cash Components) (A)</b>	<b>25,283.33</b>	<b>303,400</b>
Company contribution to Provident Fund (PF)**	1,800	21,600
<b>Other Benefits (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>Base Salary (A+B)</b>	<b>27,083.33</b>	<b>325,000</b>

\* On production of bills and as per the provisions of the Income Tax Act 1961.

\*\*Employer's Contribution to PF

\*\*\*Employer's Contribution to ESI

**Accept our offer:**

Please respond no later than June 16, 2023.





June 14, 2023

To,  
**Abhishek Kumar**  
Bangalore

Dear **Abhishek**

**RE: Appointment for the post of Technical Executive – Work Dynamics.**

Based on your biodata and credentials claimed therein, we are pleased to offer you an appointment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd ("JLL" or "the Firm" or "the Company"), on the terms and conditions as per attached and as follows:

**Position**

You will be appointed as **Technical Executive** in the **Building Operations** Band at Level 1 in **Work Dynamics** Department. You will have a direct reporting to **Senior Director**.

Although you have been selected initially for the **Work Dynamics** department, your services may be utilized by JLL in any other department, according to the needs of the business including but not limited for the holding company or group companies.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

**Date of Commencement**

Your date of commencement is **July 12, 2023** as agreed. You will initially base yourself out of **Bengaluru**. You will be required to travel/relocate from time to time within India and/or Asia Pacific countries, as business requires.

**Remuneration**

You shall be entitled to an annual base salary of **INR 325,000/-**. In addition, you shall be eligible for an annual discretionary bonus as per below mentioned terms and conditions

- Our annual performance review are conducted for calendar years and are discretionary. Your calendar year performance shall be measured annually to culminate into a decision so as to measure the quantum of the salary increase and discretionary bonus and change of role and responsibilities. The final decision to execute these recommendations rests solely with the management.
- You shall be entitled to the annual discretionary bonus only if your date of joining our Company is any day between 1st January to 1st October and if you are on the rolls of the company on 30th September in the subsequent years
- You are on JLL payroll as on the bonus disbursement date which is typically last working day of the month.
- Our Company shall have the right, at any time during your employment or upon termination, to deduct from your salary any monies due to the Company including but not limited to loans or advances, and any amount towards loss of pay on account out of excess or unauthorized leaves availed by you.
- You shall be paid monthly on the last working day of each month or subsequently as determined by the Company from time to time as per statutory requirements for the period covering the first day to the last day of each month.
- You shall be responsible and liable for payment of your personal income tax as per applicable Indian laws.

**Medical Benefits**

You will be covered as under:

- "Group Accident" and "Group Term Life"
- Either under Medical Insurance as per Company's policy or Employee State Insurance as may be applicable

**Place of work**

- JLL has entered into an agreement with **Microchip** (herein referred to as "**Client**") to provide Facilities Management Services. JLL requires your services in respect of this agreement. You will be deputed to **Client**, which will be your place of work unless you are notified otherwise. The place of work may be changed from time to time. You will report for duty at such place of work as may be communicated to you.
- Please note that you are not an employee of **Client** and have no relationships with **Client**. Your relationship is and shall remain with JLL under all circumstances. You shall not under any circumstances claim employment or other rights from the establishment you are deputed to.
- You will conform to the rules and regulations pertaining to the client site you are working in, under all circumstances. Such rules shall include rules pertaining to hours of work, holidays or otherwise. You will be entitled to only client recognised public holidays.

**Probation**

You will be on probation for a period of **Six (6)** months and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall

Level 12 Tower B  
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Gurgaon 122008

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No 1110 11th Floor, Ashok, Phase 24 Barakamba Road  
New Delhi 110001  
Company CIN No. U74140DL199720001209



be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

#### Hours of Work

Your employment with the Company entitles the Company to prescribe working hours, shifts etc. consistent to requirements of your job, any business exigencies and in adherence to applicable statutory enactments.

#### Annual Leave and Holidays

You will be entitled for accrual of one casual/sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as other holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

#### Termination of Employment

This appointment is subject to **2 (Two) Months notice** in writing by either party subject to the following additional obligations where termination takes place in the following:

- **Termination of employment without cause**

Either Party may terminate the employment by giving the other party **2 (Two) Months** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

- **Termination of your employment by JLL**

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

#### Restrictions after termination

You covenant with us that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL
- Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL Ltd after the date of termination of the your employment), or any person who during the twelve months preceding termination of the your employment with JLL was a client of JLL
- Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

Each of these covenants shall survive termination of your employment with JLL for any reason. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- Fair and reasonable in regard to the subject matter, area and duration
- Reasonably required by JLL to protect its business and goodwill and financial interests
- Given voluntarily and without any coercion or pressure

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favor of JLL and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

#### Definitions

"Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser;

"JLL" means any one or more of:

- Jones Lang LaSalle Property Consultants (India) Private Limited; or
- JLL Building Operations Private Limited; or
- The JLL Group of companies; or
- Any other group company that may be formed in future.

"Restraint Area" means any territorial jurisdiction of India.

"Restraint Period" means 12 months commencing from the date of termination of your employment or any lesser period considered appropriate by an appropriate court.

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Registered Office

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New Delhi 110001

Company CIN No. U74140DL1997PT001209



### Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the Firm's business as well as clients are to be treated as strictly private and confidential.

Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise the Firm has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on Delphi and again you are requested to sign.

### JLL Property

In order to perform your duties on behalf of JLL, you may be supplied with property and information, which belongs to the Firm.

On termination of your employment, you will immediately return all property and information properly belonging to the Firm, which was supplied to you.

### Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of JLL that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the JLL Database (as defined below), which you may become aware of during the course of your employment;

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the JLL prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by JLL
- financial information
- budgets
- JLL contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to Commencement.

### JLL Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new Firm policies and procedures. Any breach of Firm policies or procedures may lead to disciplinary action.

### IT Policy

The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with JLL. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

### Sexual Harassment

It is JLL policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Firm has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

### Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

### General

- You will be required to apply yourself wholly to the Firm's business and no work is to be undertaken in a private capacity which conflicts with that of the Firm's
- In the event of any disagreement over the interpretation of the above, the decision of the directors will be final

### Background Verification

Validity of this job offer and/or continuation of your employment with our Company are subject to positive clearance of your Background Verification Process carried out by our Company and/or the Client and/or their authorized agents. As per prerequisite, you need to submit the list of documents to initiate the background verification checks within **five working days** post offer acceptance. Whenever additional documents are required, you shall be required to provide the same within **three working days**. If you fail to submit the documents within these stipulated timelines, the offer shall be withdrawn, and/or employment shall be terminated without any notice pay/period. Further, if any of the details and/or documents provided by you during your background checks are found to be incorrect or incomplete or forged at any point of time during the background checks or later during the course of your employment with our Company, this job offer letter shall stand fully withdrawn, and consequently your employment with our Company shall be terminated with immediate effect, without any notice pay/period.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.

Level 12 Tower B

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New Delhi 110001

Company CIN No. U74140DL199720001209





On behalf of Jones Lang LaSalle Property Consultants (India) Pvt. Ltd, congratulations on your new role.

Yours sincerely,

For Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.



Meenakshi Cornelius  
Head of HR India, Bangladesh, Mauritius and Sri Lanka  
JLL Property Consultants (India) Pvt Ltd

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I **Abhishekh Kumar**, accept the above terms and conditions of employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.

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REGISTRAR



Annual base salary

**INR 325,000**

## Akash R T, are you ready to shape a brighter way?

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We know you can help us shape the future of real estate for a better world. To do that, we're offering you the following pay and benefits as well as membership in a diverse, global community that supports each other's wellbeing and champions inclusivity and belonging across teams.

Job title: **Technical Executive**

Start date: **July 12, 2023**

Line manager: **Arvind Narayan**

Location: **Bengaluru**

Hours of work, per week: **48**

Annual leave entitlement, days per year: **15**

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- Co-Parenting Leave : 10 Days

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- Gratuity : To be paid to the employee upon the termination of their employment after they have rendered at least 5 years continuous service
- Employees' Provident Fund (EPF) : PF deduction for employees with a basic salary less than INR 15,000 per month will be calculated on basic salary + fixed allowances to the extent of INR 15,000. In cases where basic is more than INR 15,000 per month, to calculate PF, basic will be capped at INR 15,000 per month.

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- Term Life Insurance : 2 x ABS (Minimum of INR 700,000 and Maximum of INR 10,000,000)
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<b>Base Salary (A+B)</b>	<b>27,083.33</b>	<b>325,000</b>

\* On production of bills and as per the provisions of the Income Tax Act 1961.

\*\*Employer's Contribution to PF

\*\*\*Employer's Contribution to ESI

**Accept our offer:**

Please respond no later than June 16, 2023.





June 14, 2023

To,  
**Akash R T**  
Bangalore

Dear **Akash**

**RE: Appointment for the post of Technical Executive – Work Dynamics.**

Based on your biodata and credentials claimed therein, we are pleased to offer you an appointment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd ("JLL" or "the Firm" or "the Company"), on the terms and conditions as per attached and as follows:

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JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

**Date of Commencement**

Your date of commencement is **July 12, 2023** as agreed. You will initially base yourself out of **Bengaluru**. You will be required to travel/relocate from time to time within India and/or Asia Pacific countries, as business requires.

**Remuneration**

You shall be entitled to an annual base salary of **INR 325,000/-**. In addition, you shall be eligible for an annual discretionary bonus as per below mentioned terms and conditions

- Our annual performance review are conducted for calendar years and are discretionary. Your calendar year performance shall be measured annually to culminate into a decision so as to measure the quantum of the salary increase and discretionary bonus and change of role and responsibilities. The final decision to execute these recommendations rests solely with the management.
- You shall be entitled to the annual discretionary bonus only if your date of joining our Company is any day between 1st January to 1st October and if you are on the rolls of the company on 30th September in the subsequent years
- You are on JLL payroll as on the bonus disbursement date which is typically last working day of the month.
- Our Company shall have the right, at any time during your employment or upon termination, to deduct from your salary any monies due to the Company including but not limited to loans or advances, and any amount towards loss of pay on account out of excess or unauthorized leaves availed by you.
- You shall be paid monthly on the last working day of each month or subsequently as determined by the Company from time to time as per statutory requirements for the period covering the first day to the last day of each month.
- You shall be responsible and liable for payment of your personal income tax as per applicable Indian laws.

**Medical Benefits**

You will be covered as under:

- "Group Accident" and "Group Term Life"
- Either under Medical Insurance as per Company's policy or Employee State Insurance as may be applicable

**Place of work**

- JLL has entered into an agreement with **Microchip** (herein referred to as "**Client**") to provide Facilities Management Services. JLL requires your services in respect of this agreement. You will be deputed to **Client**, which will be your place of work unless you are notified otherwise. The place of work may be changed from time to time. You will report for duty at such place of work as may be communicated to you.
- Please note that you are not an employee of **Client** and have no relationships with **Client**. Your relationship is and shall remain with JLL under all circumstances. You shall not under any circumstances claim employment or other rights from the establishment you are deputed to.
- You will conform to the rules and regulations pertaining to the client site you are working in, under all circumstances. Such rules shall include rules pertaining to hours of work, holidays or otherwise. You will be entitled to only client recognised public holidays.

**Probation**

You will be on probation for a period of **Six (6)** months and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall

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New Delhi 110001  
Company CIN No. U74140DL199720001209



be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

#### Hours of Work

Your employment with the Company entitles the Company to prescribe working hours, shifts etc. consistent to requirements of your job, any business exigencies and in adherence to applicable statutory enactments.

#### Annual Leave and Holidays

You will be entitled for accrual of one casual/sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as other holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

#### Termination of Employment

This appointment is subject to **2 (Two) Months notice** in writing by either party subject to the following additional obligations where termination takes place in the following:

- **Termination of employment without cause**

Either Party may terminate the employment by giving the other party **2 (Two) Months** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

- **Termination of your employment by JLL**

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

#### Restrictions after termination

You covenant with us that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL
- Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL Ltd after the date of termination of the your employment), or any person who during the twelve months preceding termination of the your employment with JLL was a client of JLL
- Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

Each of these covenants shall survive termination of your employment with JLL for any reason. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- Fair and reasonable in regard to the subject matter, area and duration
- Reasonably required by JLL to protect its business and goodwill and financial interests
- Given voluntarily and without any coercion or pressure

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favor of JLL and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

#### Definitions

"Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser;

"JLL" means any one or more of:

- Jones Lang LaSalle Property Consultants (India) Private Limited; or
- JLL Building Operations Private Limited; or
- The JLL Group of companies; or
- Any other group company that may be formed in future.

"Restraint Area" means any territorial jurisdiction of India.

"Restraint Period" means 12 months commencing from the date of termination of your employment or any lesser period considered appropriate by an appropriate court.

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REGISTRAR



### Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the Firm's business as well as clients are to be treated as strictly private and confidential.

Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise the Firm has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on Delphi and again you are requested to sign.

### JLL Property

In order to perform your duties on behalf of JLL, you may be supplied with property and information, which belongs to the Firm.

On termination of your employment, you will immediately return all property and information properly belonging to the Firm, which was supplied to you.

### Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of JLL that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the JLL Database (as defined below), which you may become aware of during the course of your employment;

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the JLL prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by JLL
- financial information
- budgets
- JLL contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to Commencement.

### JLL Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new Firm policies and procedures. Any breach of Firm policies or procedures may lead to disciplinary action.

### IT Policy

The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with JLL. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

### Sexual Harassment

It is JLL policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Firm has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

### Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

### General

- You will be required to apply yourself wholly to the Firm's business and no work is to be undertaken in a private capacity which conflicts with that of the Firm's
- In the event of any disagreement over the interpretation of the above, the decision of the directors will be final

### Background Verification

Validity of this job offer and/or continuation of your employment with our Company are subject to positive clearance of your Background Verification Process carried out by our Company and/or the Client and/or their authorized agents. As per prerequisite, you need to submit the list of documents to initiate the background verification checks within **five working days** post offer acceptance. Whenever additional documents are required, you shall be required to provide the same within **three working days**. If you fail to submit the documents within these stipulated timelines, the offer shall be withdrawn, and/or employment shall be terminated without any notice pay/period. Further, if any of the details and/or documents provided by you during your background checks are found to be incorrect or incomplete or forged at any point of time during the background checks or later during the course of your employment with our Company, this job offer letter shall stand fully withdrawn, and consequently your employment with our Company shall be terminated with immediate effect, without any notice pay/period.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.

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On behalf of Jones Lang LaSalle Property Consultants (India) Pvt. Ltd, congratulations on your new role.

Yours sincerely,

For Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.



Meenakshi Cornelius  
Head of HR India, Bangladesh, Mauritius and Sri Lanka  
JLL Property Consultants (India) Pvt Ltd

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I **Akash R T**, accept the above terms and conditions of employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.

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REGISTRAR



Annual base salary

**INR 325,000**

## Harshith, are you ready to shape a brighter way?

At JLL, shaping a brighter way is about empowering our clients, ourselves, and our fellow employees to thrive. We're extending this exciting job offer to help you strengthen and advance your career.

We know you can help us shape the future of real estate for a better world. To do that, we're offering you the following pay and benefits as well as membership in a diverse, global community that supports each other's wellbeing and champions inclusivity and belonging across teams.

Job title: **Technical Executive**

Start date: **July 12, 2023**

Line manager: **Arvind Narayan**

Location: **Bengaluru**

Hours of work, per week: **48**

Annual leave entitlement, days per year: **15**

## Benefits

### Health & Wellbeing

- Group Medical Coverage (GMC) Default plan : Option of INR 300,000 that covers self, spouse, children and parents / in-laws
- Employee Assistance Programme (EAP) : Santulan

### Lifestyle

- Crèche Benefit : To help the returning mothers (nursing/adopting mothers) achieve their career aspirations, we tied-up with KLAY and Medhaam Prep Schools and Day Care to take care of their kids while they are at work
- Co-Parenting Leave : 10 Days

### Stability

- Gratuity : To be paid to the employee upon the termination of their employment after they have rendered at least 5 years continuous service
- Employees' Provident Fund (EPF) : PF deduction for employees with a basic salary less than INR 15,000 per month will be calculated on basic salary + fixed allowances to the extent of INR 15,000. In cases where basic is more than INR 15,000 per month, to calculate PF, basic will be capped at INR 15,000 per month.

### Security

- Term Life Insurance : 2 x ABS (Minimum of INR 700,000 and Maximum of INR 10,000,000)
- Personal Accident Insurance : 2 x ABS (Minimum of INR 500,000 and Maximum of INR 3,000,000)



## Remuneration

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	18,260	219,120
House Rent Allowance *	3,371.33	40,456
Statutory Bonus	3,652	43,824
<b>Gross Salary (Cash Components) (A)</b>	<b>25,283.33</b>	<b>303,400</b>
Company contribution to Provident Fund (PF)**	1,800	21,600
<b>Other Benefits (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>Base Salary (A+B)</b>	<b>27,083.33</b>	<b>325,000</b>

\* On production of bills and as per the provisions of the Income Tax Act 1961.

\*\*Employer's Contribution to PF

\*\*\*Employer's Contribution to ESI

Accept our offer:

Please respond no later than June 16, 2023.





June 14, 2023

To,  
Harshith A M  
Bangalore

Dear Harshith,

**RE: Appointment for the post of Technical Executive – Work Dynamics.**

Based on your biodata and credentials claimed therein, we are pleased to offer you an appointment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd ("JLL" or "the Firm" or "the Company"), on the terms and conditions as per attached and as follows:

**Position**

You will be appointed as **Technical Executive** in the **Building Operations** Band at Level 1 in **Work Dynamics** Department. You will have a direct reporting to **Senior Director**.

Although you have been selected initially for the **Work Dynamics** department, your services may be utilized by JLL in any other department, according to the needs of the business including but not limited for the holding company or group companies.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

**Date of Commencement**

Your date of commencement is **July 12, 2023** as agreed. You will initially base yourself out of **Bengaluru**. You will be required to travel/relocate from time to time within India and/or Asia Pacific countries, as business requires.

**Remuneration**

You shall be entitled to an annual base salary of **INR 325,000/-**. In addition, you shall be eligible for an annual discretionary bonus as per below mentioned terms and conditions

- Our annual performance review are conducted for calendar years and are discretionary. Your calendar year performance shall be measured annually to culminate into a decision so as to measure the quantum of the salary increase and discretionary bonus and change of role and responsibilities. The final decision to execute these recommendations rests solely with the management.
- You shall be entitled to the annual discretionary bonus only if your date of joining our Company is any day between 1st January to 1st October and if you are on the rolls of the company on 30th September in the subsequent years
- You are on JLL payroll as on the bonus disbursement date which is typically last working day of the month.
- Our Company shall have the right, at any time during your employment or upon termination, to deduct from your salary any monies due to the Company including but not limited to loans or advances, and any amount towards loss of pay on account out of excess or unauthorized leaves availed by you.
- You shall be paid monthly on the last working day of each month or subsequently as determined by the Company from time to time as per statutory requirements for the period covering the first day to the last day of each month.
- You shall be responsible and liable for payment of your personal income tax as per applicable Indian laws.

**Medical Benefits**

You will be covered as under:

- "Group Accident" and "Group Term Life"
- Either under Medical Insurance as per Company's policy or Employee State Insurance as may be applicable

**Place of work**

- JLL has entered into an agreement with **Microchip** (herein referred to as "**Client**") to provide Facilities Management Services. JLL requires your services in respect of this agreement. You will be deputed to **Client**, which will be your place of work unless you are notified otherwise. The place of work may be changed from time to time. You will report for duty at such place of work as may be communicated to you.
- Please note that you are not an employee of **Client** and have no relationships with **Client**. Your relationship is and shall remain with JLL under all circumstances. You shall not under any circumstances claim employment or other rights from the establishment you are deputed to.
- You will conform to the rules and regulations pertaining to the client site you are working in, under all circumstances. Such rules shall include rules pertaining to hours of work, holidays or otherwise. You will be entitled to only client recognised public holidays.

**Probation**

You will be on probation for a period of **Six (6)** months and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall

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be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

#### Hours of Work

Your employment with the Company entitles the Company to prescribe working hours, shifts etc. consistent to requirements of your job, any business exigencies and in adherence to applicable statutory enactments.

#### Annual Leave and Holidays

You will be entitled for accrual of one casual/sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as other holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

#### Termination of Employment

This appointment is subject to **2 (Two) Months notice** in writing by either party subject to the following additional obligations where termination takes place in the following:

- **Termination of employment without cause**

Either Party may terminate the employment by giving the other party **2 (Two) Months** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

- **Termination of your employment by JLL**

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

#### Restrictions after termination

You covenant with us that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL
- Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL Ltd after the date of termination of the your employment), or any person who during the twelve months preceding termination of the your employment with JLL was a client of JLL
- Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

Each of these covenants shall survive termination of your employment with JLL for any reason. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- Fair and reasonable in regard to the subject matter, area and duration
- Reasonably required by JLL to protect its business and goodwill and financial interests
- Given voluntarily and without any coercion or pressure

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favor of JLL and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

#### Definitions

**"Capacity"** means any capacity whatever including (without limitation) as a shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser;

**"JLL"** means any one or more of:

- Jones Lang LaSalle Property Consultants (India) Private Limited; or
- JLL Building Operations Private Limited; or
- The JLL Group of companies; or
- Any other group company that may be formed in future.

**"Restraint Area"** means any territorial jurisdiction of India.

**"Restraint Period"** means 12 months commencing from the date of termination of your employment or any lesser period considered appropriate by an appropriate court.

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### Undertaking / Code of Conduct / Code of Business Ethics

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Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise the Firm has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on Delphi and again you are requested to sign.

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You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the JLL prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by JLL
- financial information
- budgets
- JLL contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to Commencement.

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The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with JLL. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

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### Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

### General

- You will be required to apply yourself wholly to the Firm's business and no work is to be undertaken in a private capacity which conflicts with that of the Firm's
- In the event of any disagreement over the interpretation of the above, the decision of the directors will be final

### Background Verification

Validity of this job offer and/or continuation of your employment with our Company are subject to positive clearance of your Background Verification Process carried out by our Company and/or the Client and/or their authorized agents. As per prerequisite, you need to submit the list of documents to initiate the background verification checks within **five working days** post offer acceptance. Whenever additional documents are required, you shall be required to provide the same within **three working days**. If you fail to submit the documents within these stipulated timelines, the offer shall be withdrawn, and/or employment shall be terminated without any notice pay/period. Further, if any of the details and/or documents provided by you during your background checks are found to be incorrect or incomplete or forged at any point of time during the background checks or later during the course of your employment with our Company, this job offer letter shall stand fully withdrawn, and consequently your employment with our Company shall be terminated with immediate effect, without any notice pay/period.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.

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New Delhi 110001

Company CIN No. U74140DL199720001209

REGISTRAR





On behalf of Jones Lang LaSalle Property Consultants (India) Pvt. Ltd, congratulations on your new role.

Yours sincerely,

For Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.



Meenakshi Cornelius  
Head of HR India, Bangladesh, Mauritius and Sri Lanka  
JLL Property Consultants (India) Pvt Ltd

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I **Harshith A M**, accept the above terms and conditions of employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd.

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REGISTRAR

OL No: TN10370

Date : 27 March 2023

Dear **Deepak Rao A,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10371

Date : 27 March 2023

Dear **V Nagasuryadeepak**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)



## ANNEXURE

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

Photocopies of

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- PAN Card, Voter ID & Driving Licence Scanned Copy.
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Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



**USHA ELEVATORS PVT. LTD.**  
A TATAMANJI GROUP ENTERPRISE

To

Harish V

Mobile: 9035579629

Email: [harishacharya046@gmail.com](mailto:harishacharya046@gmail.com)

Date:06:04:2023

Subject: Letter of Offer

This letter is in reference to your candidature .We take pleasure in offering you the position of Executive –AMC Sales and Customer Retention .Your joining date should be as soon as possible but not later than 10/04/2023 .Reporting time would be 9.15 am.

You are required to bring your original educational documents towards verification and submit a complete set for our record.

Your net fixed monthly salary will be Rs.25,000/- (Rupees twenty five thousand only) after statutory deduction of 1,471/- (Rupees one thousand four hundred and seventy one only) towards PF and PT. Variable pay will be additional which is performance linked incentives payable on monthly basis. Mobile bill and fuel on actuals as per company norms will be reimbursed. Health insurance coverage will be provided to you.

You are required to work for a minimum period of one year .Notice period will be for two months.

Kindly convey your acceptance by return email along with confirmed date of joining .You will be issued the detailed offer letter on the day of joining.

Regards

Giri T

Director –HR & Operations

  
REGISTRAR  


OL No: TN10372

Date : 27 March 2023

Dear **Md Taj**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

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Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10373

Date : 27 March 2023

Dear **Naveeth Varma R K**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

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- 2 passport size photographs.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10122

Date : 27 March 2023

Dear **SHRAVANI B L**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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Please indicate your acceptance of this offer by signing below.

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

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

(Candidate's Signature)

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Photocopies of

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Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN11122

Date : 13 April 2023

Dear **M V UDAY RAJ**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

(Candidate's Signature)

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

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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

Photocopies of

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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10375

Date : 27 March 2023

Dear **Sathya Narayana Y N**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10376

Date : 27 March 2023

Dear **B K Uday Kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

(Candidate's Signature)

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

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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Photocopies of

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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10377

Date : 27 March 2023

Dear **Bharath U Jadhav**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

**OL No: TN10108**

**Date : 27 March 2023**

Dear **DUDYALA LAVANYA**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10074

Date : 27 March 2023

Dear **GOLI VENKATA SAI ROSHAN**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 5 June 2023**

Training Period : **5 June 2023 to 14 June 2023**

OJT Start Date: **15 June 2023**

OJT End Date: **14 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 June 2023**.

SIGNATURE: G.V.S ROSHAN

(Candidate's Signature)

DATE: 28/03/2023

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: G.V.S ROSHAN  
(Candidate's Signature)

DATE: 28/03/2023

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: G.V.S ROSHAN  
(Candidate's Signature)

DATE: 28/03/2023

OL No: TN10378

Date : 27 March 2023

Dear **Harchith S,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)



## ANNEXURE

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Photocopies of

- 1 coloured copy of Offer Letter.
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- PAN Card, Voter ID & Driving Licence Scanned Copy.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10379

Date : 27 March 2023

Dear **K Vinay Kumar Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

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- 2 passport size photographs.
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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

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

(Candidate's Signature)

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

OL No: TN10381

Date : 27 March 2023

Dear **Manoj Kumar J R**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

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Photocopies of

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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

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

(Candidate's Signature)

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



OL No: TN10382

Date : 27 March 2023

Dear **Sree Raksha V**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

- 1 coloured copy of Offer Letter.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
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- Fully vaccinated report. (Covid Vaccination)

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

(Candidate's Signature)

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

OL No: TN10383

Date : 27 March 2023

Dear **Srinivas S**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10384

Date : 27 March 2023

Dear **Akshay Yadav B R**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

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- SSLC (X Std) Marks Card & 12th Marks Card.
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- 2 passport size photographs.
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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10042

Date : 27 March 2023

Dear **B SOUMYA**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 5 June 2023**

Training Period : **5 June 2023 to 14 June 2023**

OJT Start Date: **15 June 2023**

OJT End Date: **14 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10385

Date : 27 March 2023

Dear **Balaraj R,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)



## ANNEXURE

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Photocopies of

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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10386

Date : 27 March 2023

Dear **Chettipalli Vamsi**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
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  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10387

Date : 27 March 2023

Dear **Deepak N Palyam**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

- 1 coloured copy of Offer Letter.
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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



OL No: TN10126

Date : 27 March 2023

Dear **DHRUV KUMAR**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

SIGNATURE:   
(Candidate's Signature)

DATE: April 5, 2023

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: April 5, 2023

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:   
(Candidate's Signature)

DATE: April 5, 2023

OL No: TN10388

Date : 27 March 2023

Dear **Hebbar Kalle Sai Sourab**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

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

(Candidate's Signature)

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Photocopies of

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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10389

Date : 27 March 2023

Dear **Jeevan V**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

- 1 coloured copy of Offer Letter.
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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10390

Date : 27 March 2023

Dear **Kakarla Sarath Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
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- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10391

Date : 27 March 2023

Dear **Kummithi Sreenivas Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)



## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10392

Date : 27 March 2023

Dear **Mohammed Maaz**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10393

Date : 27 March 2023

Dear **Nikhil U Shet**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



**OL No: TN10043**

**Date : 27 March 2023**

Dear **PETNIKOTI SAI NIKHIL**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 5 June 2023**

Training Period : **5 June 2023 to 14 June 2023**

OJT Start Date: **15 June 2023**

OJT End Date: **14 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 June 2023**.

SIGNATURE: *P. Sai Nikhil*

DATE:15-05-2023

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: *P. Sai Nikhil*

DATE:15-05-2023

### ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: P. Sai Nikhil

DATE: 15-05-2023



OL No: TN10394

Date : 27 March 2023

Dear **Subbara Ganesh**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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Photocopies of

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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



OL No: TN10395

Date : 27 March 2023

Dear **Vallepu Supriya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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Photocopies of

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

(Candidate's Signature)

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

OL No: TN10396

Date : 27 March 2023

Dear **Veerabhadra S**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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- 2 passport size photographs.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10397

Date : 27 March 2023

Dear **Vijaykumar Kadappagol**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10398

Date : 27 March 2023

Dear **Vulavapottu Sujith Kumar Reddy**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



**OL No: TN10117**

**Date : 27 March 2023**

Dear **BHARAT SHARMA**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: **INR 15000** Per Month

Incentives : **INR 10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

SIGNATURE: *Bharat Sharma*

(Candidate's Signature)

DATE: 29/03/2023



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: *Kharat Sharayu*  
(Candidate's Signature)

DATE: 29/03/2023



## ANNEXURE

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

Photocopies of

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- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
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- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: Khawat Sharayu

(Candidate's Signature)

DATE: 29/03/2023

OL No: TN10399

Date : 27 March 2023

Dear **Fharukh L,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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

OL No: TN10400

Date : 27 March 2023

Dear **Sumit S Hanagandi**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
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- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

(Candidate's Signature)

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

## TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

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

(Candidate's Signature)

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



**OL No: TN10115**

**Date : 27 March 2023**

Dear **Rohan L Bhattar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

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

(Candidate's Signature)

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

(Candidate's Signature)

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

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10112

Date : 27 March 2023

Dear **SIDDARAM G**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

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

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

(Candidate's Signature)

## ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10045

Date : 27 March 2023

Dear ANUSHA M Jolad,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 3 April 2023**

Training Period : 3 April 2023 to 12 April 2023

OJT Start Date: 13 April 2023

OJT End Date: 12 October 2023

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **3 April 2023**.

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

(Candidate's Signature)

DATE: **3 April 2023**



OL No: TN10401

Date : 27 March 2023

Dear **Navya N**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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

**Date of Joining : 19 June 2023**

Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

OJT End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **19 June 2023**.

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

(Candidate's Signature)

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