

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

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: TN10046

Date : 27 March 2023

Dear **SRINIDHI R Beleraya**,

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: \_\_\_\_\_

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(Candidate's Signature)

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



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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10093

Date : 27 March 2023

Dear **CHIRAG GOWDA 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: Chirag Gowda  
(Candidate's Signature)

DATE: 10/04/23

**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)



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SIGNATURE: Chirag Gowda  
(Candidate's Signature)

DATE: 10/04/23

### TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
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Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



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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: Chirag Bhat  
(Candidate's Signature)

DATE: 10/07/23

### 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)





OL No: TN10068

Date : 27 March 2023

Dear **DARSHAN K 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 : 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: \_\_\_\_\_

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

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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



*Sanne*  
REGISTRAR



*Sanne*  
REGISTRAR



OL No: TN10402

Date : 27 March 2023

Dear **Dudekula Dastagiri**,

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

(Candidate's Signature)

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

OL No: TN10069

Date : 27 March 2023

Dear **GANTHI SOURABH SAI**,

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**.

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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: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10070

Date : 27 March 2023

Dear K KALYAN,

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 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: 01/04/2023

**TEACHNOOK EDUTECH**

Mth Cross Rd, 5th Phase, Sector 6, HSR Layout,  
Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



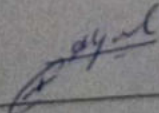


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SIGNATURE:   
(Candidate's Signature)

DATE: 01/04/2023

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14th Cross Rd, 5th Phase, Sector 6, HSR Layout,  
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Mob: +91 90190 30545 | [hr@teachnook.com](mailto:hr@teachnook.com)





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

(Candidate's Signature)

DATE: 01/04/2023

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Bengaluru, Karnataka 560102

Mob: +91 90190 30545 [hr@teachnook.com](mailto:hr@teachnook.com)



OL No: TN10091

Date : 27 March 2023

Dear **MANVITA M**,

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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Training Period : **19 June 2023 to 28 June 2023**

OJT Start Date: **29 June 2023**

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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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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



*Sanne*  
REGISTRAR



OL No: TN10090

Date : 27 March 2023

Dear **Monica K Gowda**,

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**.

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Incentives : INR **10000**

Target: **180000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

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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: \_\_\_\_\_  
(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: TN10403

Date : 27 March 2023

Dear **Samuel Shailesh**,

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: TN10089

Date : 27 March 2023

Dear **CHANDAN KUMAR R P Kumar RP**,

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: TN10071

Date : 27 March 2023

Dear **ISHIKA KUMARI**,

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.
- 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: TN10097

Date : 27 March 2023

Dear **RAKSHITH ARVIND**,

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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  - 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)



## 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: TN10404

Date : 27 March 2023

Dear Sai Tejesh Varma Y,

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

- 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: TN10098

Date : 27 March 2023

Dear **YASHWANTH B 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

- 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

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: TN10405

Date : 27 March 2023

Dear **Midhun M M**,

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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- 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: TN10406

Date : 27 March 2023

Dear **Mohammed Afzal**,

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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- 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: TN10407

Date : 27 March 2023

Dear N Venkata Maharshi Vasista,

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: TN10101

Date : 27 March 2023

Dear **ARAVIND HUGAR**,

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: \_\_\_\_\_  
(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: TN10102

Date : 27 March 2023

Dear **BHAGATH H**,

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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- 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: TN10100**

**Date : 27 March 2023**

Dear **BHARATH H,**

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

- 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: TN10408

Date : 27 March 2023

Dear **Mohammed Ateeq Khan**,

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

- 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: TN10103

Date : 27 March 2023

Dear ANIL H,

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.
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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: TN10409

Date : 27 March 2023

Dear **Prajwal S 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

- 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)

## 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: TN10057**

**Date : 27 March 2023**

Dear **ALA AKHIL 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 : 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: A. Akhil  
(Candidate's Signature)

DATE: 27-3-2023

**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)



## 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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- 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: A. Akhil  
(Candidate's Signature)

DATE: 27-3-2023

## 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: A. Akhil  
(Candidate's Signature)

DATE: 27-3-2023

### 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)





OL No: TN10410

Date : 27 March 2023

Dear **Andra Abhishek**,

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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  - 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

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: TN10411

Date : 27 March 2023

Dear **Bolla Suryavamshigoud**,

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: TN10412

Date : 27 March 2023

Dear **B Venkata Sai 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.
- 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: TN10413

Date : 27 March 2023

Dear **Chandan B 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.
- 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: TN10414

Date : 27 March 2023

Dear **Gautham S 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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- 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: TN10415

Date : 27 March 2023

Dear **K Hemachandu**,

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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- 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: TN10088

Date : 27 March 2023

Dear **KANITHI REDDY Sekhar**,

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

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: TN10416

Date : 27 March 2023

Dear **K Damodhar 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.
- 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: \_\_\_\_\_

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: TN10417

Date : 27 March 2023

Dear **Nadendra Akhil 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

- 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)

## 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: TN10064**

**Date : 27 March 2023**

Dear **PADATAPU 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 : 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. Vamsi  
(Candidate's Signature)

DATE: 27-3-2023

**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)



## 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. Vamsi  
(Candidate's Signature)

DATE: 27-3-2023

## 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: P. Vamsi  
(Candidate's Signature)

DATE: 27-3-2023

### 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)



OL No: TN10418

Date : 27 March 2023

Dear **Rithik**,

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: TN10419

Date : 27 March 2023

Dear **S Shashank**,

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

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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: TN10420

Date : 27 March 2023

Dear **S Chethan 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: \_\_\_\_\_

(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

- 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: TN10060

Date : 27 March 2023

Dear **SINGANAMALA NOOR BASHA**,

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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- 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.
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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: TN10049

Date : 27 March 2023

Dear **SPURTHI RAUTH**,

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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- 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: TN10421

Date : 27 March 2023

Dear **V Vamshi Krishna**,

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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- 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: TN10422

Date : 27 March 2023

Dear **Kappala Prabhakar**,

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

- 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: TN10423

Date : 27 March 2023

Dear **M S Akash**,

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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- 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: TN10051

Date : 27 March 2023

Dear **JAMPALA JAYAPAL NAIDU**,

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: *Jayapal Naidu*  
(Candidate's Signature)

DATE: 27-04-2023 \_\_\_\_\_



## 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.
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- 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: jayapal naidu  
(Candidate's Signature)

DATE: 27-04-2023

## 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: *jayapal naidu*  
(Candidate's Signature)

DATE: 27-04-2023

OL No: TN10059

Date : 27 March 2023

Dear **SATHISH K 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 : 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

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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: \_\_\_\_\_

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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: TN10061

Date : 27 March 2023

Dear **PRABHU 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 : 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

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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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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

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

OL No: TN10424

Date : 27 March 2023

Dear **Sunil Kumar 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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- 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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- 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: TN10425

Date : 27 March 2023

Dear **Varun K 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**:

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

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

(Candidate's Signature)

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

(Candidate's Signature)

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



OL No: TN10085

Date : 27 March 2023

Dear S LIKITH,

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: \_\_\_\_\_



**Offer letter**

Dear Preethi N,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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**

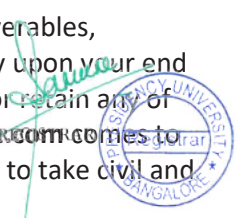
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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  


### ANNEXURE-1

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

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

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
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	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Chaitra J R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.
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**27. Addendum for Sales Teams**

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

#### **CONFIRMATION OF ACCEPTANCE**

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

**Yours sincerely,**  
Human Resource  
**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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Petnikoti Suresh,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Suresh*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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#### **9. LEAVES**

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

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

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





affiliated to **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.

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- 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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- 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.
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- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

#### **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  
  
BANGALORE





#### **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  


### 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>
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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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Sharath S,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Sarav*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  
  
PRESIDENCY UNIVERSITY  
BANGALORE





#### **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**

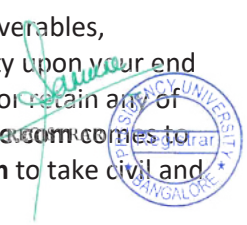
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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.







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## **27. Addendum for Sales Teams**

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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.
- 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>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Perugu Bharath Kumar Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





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.
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#### **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  
  
PRESIDENCY UNIVERSITY  
BANGALORE





#### **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**

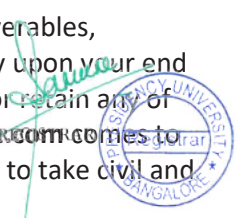
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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  


### ANNEXURE-1

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

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

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

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Rajavolu Madhusudhan Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  
  
BANGALORE





#### **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.
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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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- 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.
- 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>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Saikumar R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Saikumar*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  
  
BANGALORE





#### **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  


### 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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear B Nithin Kumar,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.

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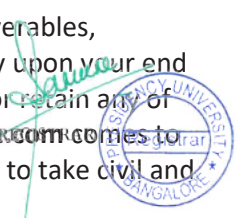
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## **27. Addendum for Sales Teams**

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**Studique.com**

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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**



### ANNEXURE-1

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

- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
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Sl no	Salary Breakup	Total	Monthly
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	<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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Faisal Khan,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

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

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

#### **9. LEAVES**

- The Company's holiday year runs from the first day of January to the last day of December in the same year.
- In a Year, you are entitled to total 15 days of earned leave, including 3 day privilege leaves, 6 days of casual leave and 6 days of sickleave. This should be informed and approved by HR, AVP & VP/Head of the Department 15 days prior to the leaves.
- b.** Please refer to the detailed Leave Policy upon joining.
- No salary will be paid for periods of unauthorized absence. Unauthorized absence for a period of more than 3 days shall result in termination of employment on grounds of abandonment of employment.
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#### **10. PLACE OF WORK AND MOBILITY**

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





affiliated to **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**

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#### **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.

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#### **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**

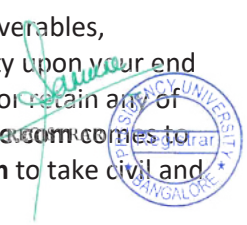
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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.

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

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

- 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  


### 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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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Hanumantha B,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  






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

  
REGISTRAR  


### ANNEXURE-1

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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Harshitha J N,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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**

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**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: Sales-Manger**

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• 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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*Sanne*  
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.

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#### **12. RULES AND REGULATIONS**

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- 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.
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- Policies, Code of Conduct, rules, and regulations may be amended from time to time. You are required to keep yourself updated on such changes.

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- 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  
  
PRESIDENCY UNIVERSITY  
BANGALORE





#### **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  


### 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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Kesamreddy Phaneendra Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.

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REGISTRAR  






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

## **27. Addendum for Sales Teams**

- ☒ The minimum target to be achieved for every calendar month will be 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,  
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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.

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

**Yours sincerely,**  
Human Resource  
**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>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Kalagotla Madan,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  
  
BANGALORE





#### **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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15th Cross Rd, PWD Quarters,  
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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.

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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Meghasai Vamsi Krishna Nakirikanti,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.
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REGISTRAR  






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- b. You shall not retain any copies of the same in your personal computer or mail systems.
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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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- **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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3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




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1st Sector, HSR Layout,

Bengaluru, Karnataka 560102

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**Offer letter**

**Bangalore**

Dear hemanth kumar 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





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Bengaluru, Karnataka 560102

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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  
  
BANGALORE



**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**

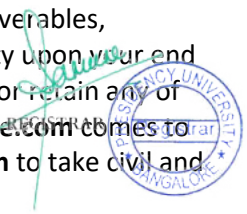
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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.







# Studique.com

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

hr.es@edustation.co.in

## 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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- **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**

*Sanu*  
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





**Offer letter**

Dear Thiumma Venkateswar Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.

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- 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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REGISTRAR  




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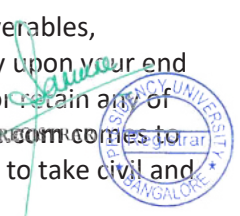
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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **Studique.com** in all deliverables you 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 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**.

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## **23. NON-SOLICITATION**

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## **24. AMENDMENTS**

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

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- ☒ 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.

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3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear Sagar R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Sagar*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  


### ANNEXURE-1

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

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

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
3	House Rent Allowance	54,000.00	4,500.00
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	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Peram Bhargav Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

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- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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- 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  
  
BANGALORE





#### **16. DATA PROTECTION**

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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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- **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.

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- 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**

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## **24. AMENDMENTS**

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## **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.

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3	House Rent Allowance	54,000.00	4,500.00
4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
1	Professional Tax	2,400.00	200.00
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Sanjay P,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Sanjay*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  


### 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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Offer letter**

Dear Ashwin S,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Ashwin*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

- When your employment ends, if the number of annual leaves you have taken exceeds your entitlement, an appropriate deduction will be made from your full and final payout.
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- Your usual working hours shall be 8 hours excluding the breaks. However, you may be required to put in additional hours as and when there is a business requirement.
- The business working days of the Company 6 Days a week. For any Shift working, the Company shall inform you reasonably in advance.

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

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- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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- 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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#### **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

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- During probation, you are required to give the company at least 15 days notice in writing. Post confirmation, you are required to give the company a minimum of **1 months'** notice in writing. Where a notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.
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- **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.

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- 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.







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- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **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**.

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## **26. SEVERABILITY**

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

## **27. Addendum for Sales Teams**

- ☒ The minimum target to be achieved for every calendar month will be 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**

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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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	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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	<b>Total Deductions</b>	<b>2,400.00</b>	<b>200.00</b>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Ankith M C,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
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BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.

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- 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**

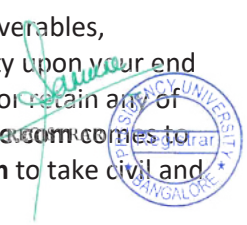
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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.





**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  


### ANNEXURE-1

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

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

Sl no	Salary Breakup	Total	Monthly
1	Basic Salary	1,08,000.00	9,000.00
2	Dearness Allowance	32,400.00	2,700.00
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4	Special Allowance	21,600.00	1,800.00
	<b>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Gunda Shashwanth,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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






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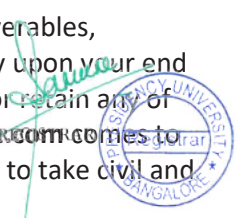
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**Yours sincerely,**  
Human Resource  
**Studique.com**

  
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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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Noorien Misbha,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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**.

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**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

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**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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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  


### 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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	<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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Kushal K,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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.

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- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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REGISTRAR  






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- You shall not use third party's proprietary material or their intellectual property without appropriate authorizations and licenses to produce your work deliverables for **Studique.com**.

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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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- ☒ 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,**

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

### **CONFIRMATION OF ACCEPTANCE**

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

**Yours sincerely,**  
Human Resource  
**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>Gross Salary</b>	<b>2,16,000.00</b>	<b>18,000.00</b>
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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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Akash Biradar,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.

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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.
- 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  
  
PRESIDENCY UNIVERSITY  
BANGALORE





#### **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**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
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
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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

  
REGISTRAR  




**Offer letter**

Dear A D Amruth Raj,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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.

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REGISTRAR  






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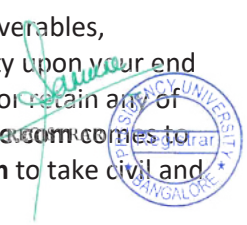
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15th Cross Rd, PWD Quarters,  
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Bengaluru, Karnataka 560102

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- You will be assigned basic target for you to achieve for you to get certified.
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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.
- 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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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Bulle Jaya Kumar,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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**

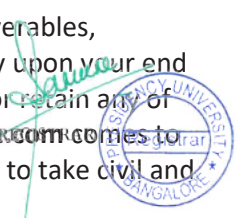
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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**

  
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### ANNEXURE-1

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

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

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

Yours sincerely,  
Human Resource  
Studique.com

  
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**Offer letter**

Dear Deepthi K H,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, at 11:00 am**.

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

*Sanne*  
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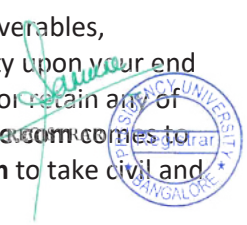
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
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- b. You shall not retain any copies of the same in your personal computer or mail systems.
- You understand that intellectual 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**.

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**27. Addendum for Sales Teams**

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15th Cross Rd, PWD Quarters,  
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Bengaluru, Karnataka 560102

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#### **CONFIRMATION OF ACCEPTANCE**

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

  
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### ANNEXURE-1

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

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

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

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Devireddy Venkata Sai Kiran Reddy,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Sai Kiran Reddy*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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**

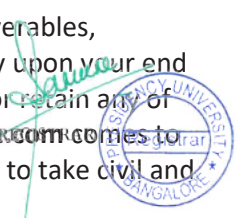
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period 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  


### ANNEXURE-1

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

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

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

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Kaniki Sai Sumanth,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, at 11:00 am**.

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**3. JOB TITLE: Sales-Manger**

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**4. COMPENSATION**

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

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

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*Sai Sumanth*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



- Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.
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REGISTRAR  
  
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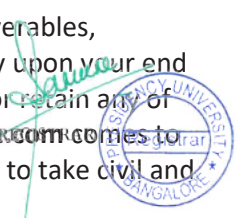
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- You understand that intellectual property is a vital asset for **Studique.com** and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to **Studique.com** and allow Studique.com to prosecute a legal action, 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**

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## **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**

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

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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.**
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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
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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Neha K R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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**

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

  
REGISTRAR  


### ANNEXURE-1

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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Nithya Reddy T N,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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**.

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**1. BACKGROUND CHECKS AND REFERENCE CHECKS**

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• 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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*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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- In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter.
- We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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- 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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- c.** Lock all printouts away when not in use
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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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- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
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## **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**.

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

## **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**

  
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>
	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Nunna Mahendra,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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.

*Nunna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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.
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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.

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	<b>Net Salary</b>	<b>2,13,600.00</b>	<b>17,800.00</b>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Rahul A,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, at 11:00 am**.

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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: Sales-Manger**

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**4. COMPENSATION**

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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- 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.
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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**

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- **Violation during Notice Period:** During notice period you are expected to adhere to all the KPIs and perform to the best of your abilities. In the event that the KPIs are not met, the work and compensation will be considered null and void during the notice period and the compensation as per clause 19.a will have to be paid by you.
- **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.

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- 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  


### ANNEXURE-1

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

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

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

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Vanamala Harsha Vardhan,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, 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: Sales-Manger**

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

**4. COMPENSATION**

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

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

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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



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

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

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

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

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

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

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

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

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

#### **9. LEAVES**

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

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

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





affiliated to **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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Human Resource  
**Studique.com**

  
REGISTRAR  


### ANNEXURE-1

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Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




**Offer letter**

Dear Youbu R,

Bangalore

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, we are pleased to offer you the following employment as **Sales-Manger** with **Studique.com**, with a commencement date of **20/03/2023**. Please report to the undersigned on **20/03/2023, at 11:00 am**.

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REGISTRAR  
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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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- Do not access information or systems not directly relevant to each task Do not treat personal data carelessly
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- Under the Company's policies, it is important that the Company's internal, restricted, or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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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

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

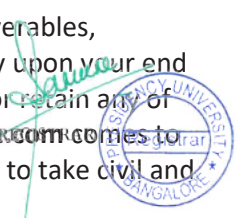
- Post confirmation, you may be terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws.
- In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.
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#### **20. RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT**

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## **21. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES**

- In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to **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  


### 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>

Yours sincerely,  
Human Resource  
Studique.com

  
REGISTRAR  




The Pearl, 1537, 5th Main Rd,  
Rajiv Gandhi Nagar, Sector 7, HSR  
Layout, Bengaluru -560102  
<https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5>.  
Ashish@codeyoung.com

## Employment Offer and Employment Agreement

14<sup>th</sup> June 2023,

Dear Rayisa Jaha,

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 **10<sup>th</sup> July 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 the 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.

**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.

## 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 .

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 Codeyoung 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.

## 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



- 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

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



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.



## 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**



**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:

## **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.

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 \_\_\_\_\_



## **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.



**I Rayisa Jaha,**

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

*Rayisa Jaha*  
REGISTRAR  
  
Smart Owl Education Pvt Ltd  
CIN: U80904KA2020PTC132006



## **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

### 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



The Pearl, 1537, 5th Main Rd, Rajiv  
Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru - 560102  
[https://maps.app.goo.gl/9G9pNv  
JmeXFhXxCr5](https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5)  
[ashish@Codeyoung.com](mailto:ashish@Codeyoung.com)

## Employment Offer and Employment Agreement

3rd May 2023,

Dear Abdul Azeez A,

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, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **10<sup>th</sup> July 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 the probation period 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 the Company.

  
REGISTRAR  
  
Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**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 the 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 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.





## 6. HOURS OF WORK

Your usual working hours shall be 10:00 PM to 7:00 AM, however in the 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.

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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  


The signature is in green ink. The seal is circular with a blue border containing the text 'PRESIDENCY UNIVERSITY BANGALORE' and 'Registrar' in the center.



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 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 Codeyoung adopts industry standard software for the maintenance of employee and customer data and the 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



- 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


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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 a duration of two years after termination of your engagement with Codeyoung, regardless 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

  
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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





## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the 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*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

A circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center. A green signature is written over the stamp.



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

**To**

**Codeyoung**

**(“The**

**company”)**

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:

A handwritten signature in green ink is written over a circular official stamp. The stamp is blue and 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 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
  - c. Codeyoung staff handbook.

  
REGISTRAR  
The seal of the Registrar, Presidency University, Bangalore. It is a circular stamp with 'REGISTRAR' at the top, 'PRESIDENCY UNIVERSITY' around the inner edge, 'Registrar' in the center, and 'BANGALORE' at the bottom.



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

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## 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 \_\_\_\_\_

*Sanne*  
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.



I **Abdul Azeez A,**

The user acknowledge 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

*Sanne*  
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, analysed 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 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 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	₹103,150	₹8,596
	<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>436,000</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/9G9pNvJmeXFhXxCr5>.  
Ashish@codeyoung.com

## Employment Offer and Employment Agreement

14<sup>th</sup> June 2023,

Dear V Brijesh Yadav,

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 **10<sup>th</sup> July 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 the 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.

**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.

## 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 .

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.

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## 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

- 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.

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## 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

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



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.





## 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  
RESIDENCY UNIVERSITY  
REGISTRAR  
Smart Owl Education Pvt Ltd  
CIN: U80904KA2020PTC132006



**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:

## **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.

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 \_\_\_\_\_



## **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.



**I V Brijesh Yadav,**

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 





## **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

### 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

DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: BHIMANA GOUDA B PATIL**

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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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)**



DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: CHETHAN 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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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** NAYAN B S

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: DINAKAR NAIK A T**

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[employmentexpress.net](http://employmentexpress.net)**





DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** JAVVAJI SUMANTH KUMAR

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: MUDDANNAGARI BADRINATH**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** MUKKARA GOVARDHAN REDDY

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:** NANDYALA MALLIKARJUNA REDDY

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** NEELI PAVAN KALYAN

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DATE: 07/06/2023

**Sub:- Letter of Offer**

To: PAVAN N

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REGISTRAR



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: YELLANURU SANDEEP**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** AVULA LOHITH REDDY

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** EARANNA RAJU C

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** KUNCHAPU SUJITHA HASINI

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BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)**



DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** KUPPALA SAI RISHI

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: M S YASWANTH**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** SESHAPU JAYA SURYA MANIKANTA AVINASH

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: SHAMANTH H**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** SOUROJIT GHOSH

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: SUHAS G**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: THALLAPALLI GANESH REDDY**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** TULASI VENKATA JAYANTH

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** UDARI KRANTHI KIRAN

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** VISHWAS R

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** GAURAV KUMAR SINGH

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** SPANDAN MANDAL

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**Sub:- Letter of Offer**

**To:** UDDEHAL NARESH

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: VAISHNAV B**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: MANJESH H B**

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**Sub:- Letter of Offer**

**To:** AVULU VISWA PRAVEEN

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**Sub:- Letter of Offer**

**To:** LAKHINANA PAVANKUMAR

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: BRIJESH KRISHNA M N**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** VARSHA 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

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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- 5.Cancel Cheque/Bank Statement (Anyone)



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[employmentexpress.net](http://employmentexpress.net)**





DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** DEEKSHITH REDDY G

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: BUSIREDDY VENKATA NAVEEN REDDY**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: CHAKALI MUKESH**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** GANGANABOINA VENKATA LAKSHMI GANESH

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*[Handwritten Signature]*

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[employmentexpress.net](http://employmentexpress.net)**

*[Handwritten Signature]*  
REGISTRAR  


DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: GOUTHAMKUMAR G**

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:** HARITHA B K

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** JEENAGALA HARSHA VARDHAN NAIDU

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: MALLAREDDY V**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** MANGALA MADHU CHARAN

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: MURALI R**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** NIKITHA V B

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To:** VELPULA GIRIDHAR YADAV

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: VISHNU PRIYA B**

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DATE: 07/06/2023

**Sub:- Letter of Offer**

**To: BHUVANAGIRI PRAVEEN KUMAR REDDY**

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*Praveen*

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*Janna*  
REGISTRAR  




## OFFER LETTER

Date : 05-Jan-2023

Prashanth Kumar R

**Appointment: Business Development Associate**

Dear Prashanth Kumar 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 statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

### 2. Place of work

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

### 3. Probation

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

### 4. Hours of work

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

### 5. Emoluments and taxes

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

## 6. Notice Periods

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

## 7. Termination and suspension

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

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

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

## 8. Restraint on activities

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

## 9. Post Termination

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